

# Proposed Amendments to the Bylaws

*2021 October Business Meeting*

## **Proposal #1**

### **To: Article III, Section VI, Paragraph C: (b) Personnel Committee**

#### **Proposed Article III, Section VI, Paragraph C: (b) Personnel Committee:**

- (b) **PERSONNEL COMMITTEE:** The Personnel Committee shall consist of five (5) members elected for a three-year term, one third (as nearly as possible) being elected yearly at the third quarter business meeting. Committee members may serve for one term and following a one-year lapse be eligible for re-election. The duties of the Personnel Committee are to assist the Senior Pastor with staffing, making final approval on financial aspects on Senior Pastor staffing recommendations, approval of proposed pay changes and to provide a proposed personnel budget to the Finance Committee for the annual budget.

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#### **Existing Article III, Section VI, Paragraph C: (b) Personnel Committee:**

- (b) **PERSONNEL COMMITTEE:** The Personnel Committee shall consist of seven (7) members elected for a three-year term, one third (as nearly as possible) being elected yearly at the third quarter business meeting. Committee members may serve for one term and following a one-year lapse be eligible for re-election. The principle duties of the Personnel Committee, in association with the church administration, shall be to maintain a personnel manual; assist the church in administrative matters related to all employed personnel; consult annually with the Finance Committee to develop salary schedules and benefit provisions for all church staff members; annual assessment of each pastoral staff member's job performance; recommend administrative policies and procedures in association with the Senior Pastor, recommend need for staffing and termination, when necessary.

## **Proposal #2**

### **To: Article III, SECTION VI, Paragraph C (5), (c), (d), (e), (h)**

#### **Proposed changes to Article III, Section VI, Paragraph C (5), (c), (d), (e), (h):**

- We propose that the Auditing Committee be eliminated as a committee (d)
  - We propose that the Long-Range Planning Committee be eliminated as a committee (e)
  - We propose that the By Laws Committee be eliminated as a standing committee (h)
  - We propose the following language for the Finance Committee section (c):
- (c) **FINANCE COMMITTEE:** The Finance Committee shall consist of five (5) members elected for a three-year term, one third (as nearly as possible) being elected yearly at the third quarter business meeting. Committee members may serve for one term and following a one-year lapse be eligible for re-election. The Committee shall work within church's financial policies to administer the approved budget. The principle duties of the Finance Committee, in association with the church administration, shall include direction of financial matters of the church, signing checks, monthly review of giving and spending, preparation of the annual budget for presentation to the church at the third quarter business meeting. The Finance Committee shall coordinate and oversee an annual audit of the church financial records and report the results to the church body at the next scheduled business meeting after the audit has been completed. The audit is to be completed according to U.S. Generally Accepted Accounting Principles (GAAP) Reporting Guidelines and performed by a Certified Public Accounting Firm. The accounting firm chosen by the Finance Committee shall not have any personal affiliation with any member of the Finance Committee. The type of audit may be changed, if approved by the finance committee and church body.

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#### **Existing Article III, Section VI, Paragraph C (5), (c), (d), (e), (h):**

- (c) **FINANCE COMMITTEE:** The Finance Committee shall consist of seven (7) members elected for a three-year term, one third (as nearly as possible) being elected yearly at the third quarter business meeting. Committee members may serve for term and following a one-year lapse be eligible for re-election. The principle duties of the Finance Committee, in association with the church administration, shall include direction of financial matters of the church, signing checks, monthly review of giving and spending, preparation of the annual budget for presentation to the church at the third quarter business meeting, and to administer the approved budget. The Committee shall work within church's financial policies.
- (d) **AUDITING COMMITTEE:** The Auditing Committee shall consist of three (3) members elected for a three-year term, one third being elected yearly at the third quarter business meeting. Committee members may serve for one term and following a one-year lapse be eligible for reelection. The principle duties of the auditing committee shall be to coordinate and oversee an annual audit of the church financial records and report the results to the church body at the annual business meeting. The audit is to be completed according to U.S. GAAP Reporting Guidelines and performed by a Certified Public Accounting Firm. The Auditing Committee may change the type of audit, if approved by the finance committee and church body.
- (e) **LONG-RANGE PLANNING COMMITTEE:** The Long-Range Planning Committee shall consist of seven (7) members elected for a three-year term, one third (as nearly as possible) being elected yearly at the third quarter business meeting. Committee members may serve for one term and following a

one-year lapse be eligible for re-election. The principle duty of the long-range planning committee is to develop and update church goals for the next five years (or longer) and make recommendations to the church for strategies necessary to meet the goals.

**BY-LAWS COMMITTEE:** The By-Laws Committee shall consist of three (3) members elected for a three-year term, one third (as nearly as possible) being elected yearly at the third quarter business meeting. Committee members may serve for one term and following a one-year lapse be eligible for re-election. The principle duties of the By Laws Committee are: review and propose amendments of by-laws to church body when needed, by-law training for new committee members and to be a reference source to the church body in regards to the by-laws.

### **Proposal #3**

#### **To: Article III, SECTION VI, Paragraph C: (g) Leadership Council**

##### **Proposed Article III, Section VI, Paragraph C: (g) Leadership Council:**

(g) **LEADERSHIP COUNCIL:** Leadership Council shall be responsible for giving counsel to the Senior Pastor on matters pertaining to his strategic direction for the church, including those matters stated in article III, section VI, paragraph A, and giving feedback to the Senior Pastor on a regular basis. The Leadership Council shall consist of the chairman of the Personnel Committee, the chairman of the Finance Committee, the chairman of the Trustees, the chairman of the Nominating Committee and 3 members appointed by the Senior Pastor. The chairman of each of the committees on the Leadership Council may delegate this position to the vice-chairman of their committee.

*In addition to this proposed change in the by-laws it is proposed that the currently serving at-large members may serve out their terms if they so choose.*

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##### **Existing Article III, Section VI, Paragraph C: (g) Leadership Council:**

(g) **LEADERSHIP COUNCIL:** Leadership Council shall be responsible for giving counsel to the Senior Pastor on matters pertaining to his strategic direction for the church, including those matters stated in article III, section VI, paragraph A, and giving feedback to the Senior Pastor on a regular basis. The Leadership Council shall consist of the chairman of the Nominating Committee, the chairman of the Personnel Committee, the chairman of the Auditing Committee, the chairman of the Finance Committee, the chairman of the By-laws Committee, the chairman of the Trustees and three (3) at large members elected for a three-year term, one third of the at large members being elected yearly at the annual business meeting. The chairman of each of the committees on the Leadership Council may delegate this position to the vice-chairman of their committee.

## **Proposal #4**

### **To: Article III, Section VI, Paragraph B, (1) Moderator**

#### **Proposed Article III, Section VI, Paragraph B: (1) Moderator:**

(1) **MODERATOR:** The Senior Pastor may be the moderator. If the Senior Pastor chooses not to be the moderator, then one shall be named by the Senior Pastor. The moderator will preside at all business meetings and render such service as requested by the Senior Pastor and the church. In the absence of the moderator, the chairman of the trustees shall serve as moderator; in the absence of both, the chairman of the deacons shall serve as moderator.

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#### **Existing Article III, Section VI, Paragraph B: (1) Moderator:**

(1) **MODERATOR:** The senior pastor may be the moderator. If the senior pastor chooses not to be the moderator, then one shall be elected at the Annual Business Meeting. The moderator will preside at all business meetings and render such service as requested by the pastor and the church. The moderator shall have the privilege of attending meetings of the deacons and the trustees and shall be an ex-officio member of these bodies. In the absent of the moderator, the chairman of the trustees shall serve as moderator; in the absence of both, the chairman of the deacons shall serve as moderator.

## **Proposal #5**

### **To: Article III, Section VI, Paragraph B, (4) Clerk**

#### **Proposed Article III, Section VI, Paragraph B: (4) Clerk:**

(4) **CLERK:** The clerk shall maintain a record of all actions of the church for the secretary of the corporation and shall be the custodian of such records. The clerk shall maintain a register of the church membership, with the date and manner of each admission and dismissal. The clerk will also hold the title of "Assistant Secretary" of the corporation. All records are church property and shall be maintained securely according to church record retention requirements.

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#### **Existing Article III, Section VI, Paragraph B: (4) Clerk:**

(4) **CLERK:** The clerk shall maintain a record of all actions of the church for the secretary of the corporation and shall be the custodian of such records. The clerk shall maintain a register of the church membership, with the date and manner of each admission and dismissal. Statistical reports of membership shall be submitted to each business meeting. The clerk will also hold the title of "Assistant Secretary" of the corporation. All records are church property and shall be maintained securely according to church record retention requirements.

## **Proposal #6**

### **To: Article III, Section VI, Paragraph C, (2) Meeting Minutes**

#### **Proposed Article III, Section VI, Paragraph C, (2) Meeting Minutes:**

(2) Minutes of all committee meetings shall be recorded, and a copy sent to the church clerk for required filing.

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#### **Existing Article III, Section VI, Paragraph C, (2) Meeting Minutes:**

(2) Minutes of all committee meetings shall be recorded, and a copy sent to the church clerk for permanent filing.

## **Proposal #7**

### **To: Article III, Section VI, Paragraph C, (5a) Nominating Committee**

#### **Proposed Article III, Section VI, Paragraph C, (5a) Nominating Committee:**

(a) NOMINATING COMMITTEE: The Nominating committee shall consist of seven (7) members elected for a three-year term, one third (as nearly as possible) being elected yearly at the third quarter business meeting. This committee shall be responsible for vetting and nominating persons for all committees and church officers (except paid staff), and will be responsible for removing a committee member. It shall also be responsible for filling vacancies in any of these positions until the next third quarter business meeting. Committee members may serve for one term and following a one-year lapse be eligible for re-election.

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#### **Existing Article III, Section VI, Paragraph C, (5a) Nominating Committee:**

(a) NOMINATING COMMITTEE: The Nominating committee shall consist of seven (7) members elected for a three-year term, one third (as nearly as possible) being elected yearly at the third quarter business meeting. Nominating Committee members shall be vetted and nominated by the Leadership Council in consultation with the Senior Pastor. This committee shall be responsible for vetting and nominating persons for (1) all committees (2) church officers (except paid staff) (3) Leadership Council members at large; (4) Responsible for removing a committee member it shall also be responsible for filling vacancies in any of these positions until the next third quarter business meeting. Committee members may serve for one term and following a one-year lapse be eligible for re-election.

## **Proposal #8**

### **To: Article X, By-Law Amendments**

#### **Proposed Article X, By-Law Amendments:**

SECTION I: These by-laws may be amended by a majority vote of the members present and voting at any business meeting. Notice of the meeting to amend shall be announced to the church two weeks prior to the meeting.

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#### **Existing Article X, By-Law Amendments:**

SECTION I: These by-laws may be amended by a majority vote of the members present and voting at any regular business meeting. Notice of the meeting to amend shall be announced from the pulpit on the two successive Sunday morning services prior to the meeting.

## **Proposal #9**

### **To: Article I, Section III: Quorum**

#### **Proposed Article I, Section III: Quorum:**

SECTION III: QUORUM: 60 active members shall constitute a quorum for the transaction of business at any regular or special business meeting of the church.

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#### **Existing Article I, Section III: Quorum:**

SECTION III: QUORUM: Ten percent (10) of the average Sunday School attendance for the prior calendar year shall constitute a quorum for the transaction of business at any regular or special business meeting of the church. This number will be determined at the annual business meeting of the church and will take effect with the first business meeting subsequent to the annual meeting. This number will remain constant until a new number is determined at the next annual business meeting.

## **Proposal #10**

### **To: Article II, Section VI: Procedure**

#### **Proposed Article II, Section VI: Procedure:**

##### SECTION VI: PROCEDURE:

- A. Regular and Annual church business meetings are to be preceded by Question and Answer times relating to the specific church business being presented at the upcoming meeting. The purpose of the Question and Answer times are to provide an opportunity for the body to understand the stated business of the Church. The date and times of the Question and Answer periods may be set by the moderator and shall be announced to the church a reasonable amount of time before the meeting. There will be no Question and Answer times provided during the Regular and Annual church business meetings.
- B. All other questions of procedure not provided for in these by-laws shall be determined according to Robert Rules of Order.

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#### **Existing Article II, Section VI: Procedure:**

SECTION VI: PROCEDURE: All questions of procedure not provided for in these by-laws shall be determined according to Robert Rules of Order.