

## **BYLAWS**

### **Section 1: CONGREGATION MEETINGS**

- S1.01.** The annual meeting of the congregation shall be held in January on a date to be fixed by the Congregation Council.
- S1.02.** The items of business at the January meeting of the congregation shall be approval of annual reports and open business plus the election of Congregation Council members and the approval of the annual budget.

### **Section 2: CONGREGATION COUNCIL**

- S2.01.** Nominations for Congregation Council membership shall be made by the Congregation Council. Additional nominations may be made from the floor of the congregational meeting.
- S2.02.** The following may constitute the order of business for the monthly meeting of the Congregation Council:
  - a. roll call and action on excuses for absence,
  - b. devotions,
  - c. minutes,
  - d. report of the pastor(s),
  - e. reading of correspondences,
  - f. report of the treasurer,
  - g. reports of the committees,
  - h. special reports,
  - i. old business,
  - j. new business,
  - k. adjournment with prayer.

### **Section 3: CONGREGATION OFFICERS**

- S3.01.** The president shall preside at meetings of the congregation and the Congregation Council. In the event of the president's inability to serve, the vice president shall preside.
- S3.02.** The secretary shall keep accurate minutes of all meetings of the congregation and of the council in a volume provided by the congregation, which shall be preserved permanently in its archives.
- S3.03.** The financial secretary shall receive and record all income from contributing members and other sources.

**S3.04.** The treasurer shall keep the books of account of the congregation; and shall receive from the financial secretary all funds and disburse them on proper orders, making monthly remittance of benevolence receipts to the treasurer of the synod.

**S3.05.** The treasurer shall make written report of all financial transactions to the church council monthly and to the congregation, together with satisfactory audit, at its annual meeting.

#### **Section 4: COMMITTEES**

**S4.01.** Each committee shall make a monthly report to the Congregation Council.

**S4.02.** All committee chairpersons shall be appointed by the Congregation Council.

#### **Section 5: MEMBERSHIP**

**S5.01.** When members have failed to receive Holy Communion and/or failed to make a contribution of record for a period of two consecutive calendar years, and when no desire is shown to participate in the life and worship of the congregation, they may be removed from the roll of members by the church council. This procedure will take place only when there is a pastor under call to serve this congregation or with the approval of the Bishop of the synod and after such members have been counseled about the matter, if possible.