

## BYLAWS

As Amended and Passed at the Annual Meeting, April 24, 2016  
**UNITARIAN UNIVERSALIST CHURCH OF SAINT PETERSBURG**  
Saint Petersburg, Florida

### PURPOSE

The purpose of this corporation shall be to maintain a church society where the individual may explore, develop and express a personal religious philosophy in an environment free of established or implied doctrines, tenets or beliefs and where the human causes and concerns for truth, equal rights, environment and community may be advocated and espoused. (Article II of the Certificate of Incorporation, as amended October 14, 1979.)

### ARTICLE I – MEMBERSHIP

#### Section 1. Qualification.

Any person who has reached the age of **fourteen (14)** years and is in sympathy with the purpose and methods of this Church may become a member by signing the Church Membership Book in the presence of a minister or a member of the Board of Trustees. In order to maintain membership, Members accept that we are a covenantal, not a creedal, church and we strive to practice living our covenant with each other. Members are expected to participate in the life of the church by attending church functions as they are able, serving the church community, and supporting the church financially by making an annual pledge of record. Membership shall be open to all qualified persons regardless of race, color, gender identity, physical ability, class, economic status, affectional or sexual orientation, or national origin. There is no creedal test for membership.

#### Section 2. Vote.

The right to vote at any meeting of the Church shall be reserved to those persons who are members of the church and who have been members for a period of **sixty (60)** days. The right to vote on any matter, question or proposal involving the creation or continuance of a financial obligation on behalf of the Church shall be further reserved to those voting members who are **eighteen (18)** years of age or older and have made a pledge of support for the current fiscal year. In order to maintain their right to vote, members must keep the Financial Secretary of the Church informed of their addresses, both permanent and during any periods of extended absence from their permanent addresses.

#### Section 3. Service.

Eligibility to serve as an Officer, Trustee, or as a Trustee for Endowments shall be reserved for voting members of the Church who are **eighteen (18)** years of age or

older.

**Section 4. Revocation of Membership and Removal of Inactive Members.**

Membership may be revoked for just cause by action of the Board of Trustees. Notice of any proposed revocation shall be given by mail, at the last known address to the member no more than **thirty (30)** and not less than **seven (7)** days before the meeting of the Board of Trustees at which such action will be considered. The time and place of such meeting shall be included in the notice.

Members who have not resigned but who are thought to be inactive may be removed from membership if they fail to respond within sixty (60) days to a written inquiry. The inquiry must state that failure to respond will result in removal from membership.

Notifications under this section may be made only by a committee designated for that purpose by the Board.

**Section 5. Resignation.**

A member may resign by notifying the church office.

**Section 6. Review.**

The membership roll shall be reviewed annually by the Board of Trustees, or a designated committee to determine which members have not contributed, financially or through service directly or indirectly, to the support of the Church. The absence of such support shall be considered sufficient reason for revocation of membership.

**Section 7. Honorary.**

The Board of Trustees may grant, at its discretion, Honorary Life Membership to any member deemed to have become permanently incapable of any such contribution due to disability or infirmity and shall include the right to vote.

**ARTICLE II - MEETINGS**

**Section 1. Annual.**

By action of the members, it is designated that, the Annual Meeting of the Church shall be held **in the month of April**, unless changed by action of the members, for the purpose of electing Officers, Trustees and Trustees for Endowments to hold office commencing with the first day of the Fiscal Year, for the terms as provided elsewhere in these Bylaws, to adopt a budget for the next fiscal year, and to conduct such other business as may come before the meeting.

**Section 2. Special.**

Except as provided in Article III, Section 12., special meetings may be called by the President, or by **four (4)** members of the Board of Trustees, or upon written request to the President subscribed to by at least **twenty-five (25)** voting members of the Church.

**Section 3. Quorum.**

At all meetings of the church, except as may be provided elsewhere in these Bylaws or in the Certificate of Incorporation, it shall be necessary that at least **twenty percent (20%)** of the voting members of the Church shall be present to constitute a quorum.

**Section 4. Voting method.**

At all meetings of the Church the method of voting shall be by voice, except in the case of elections when there is more than one bona fide candidate for any one office, then the voting shall be by secret ballot. The presiding officer shall, at the request of a voting member, call for a show of hands or a division of the house.

**Section 5. Votes required.**

Except as provided elsewhere in these Bylaws or the Certificate of Incorporation, a **majority** of the votes cast at any meeting of the Church at which a quorum is present shall be sufficient to take or authorize action upon any matter, question or proposal which may properly come before the meeting.

**Section 6. Notice.**

Formal notice of the Annual Meeting and for special meetings, except for special meeting as provided for in Article III, Section 12., below, shall be given through the Church publications, Church bulk or first class mail when requested, and/or electronically to all members no less than ten days before such meeting. Notice of any special meeting shall state the specific purpose of said meeting. Notice of all meetings of the Church shall also be given from the pulpit when Church is in session.

**Section 7. Parliamentary Procedure.**

Robert's Rules of Order shall prevail on matters of parliamentary procedure to the extent that they are not inconsistent with these Bylaws, the Certificate of Incorporation, or applicable law.

**ARTICLE III - BOARD OF TRUSTEES**

**Section 1. Composition.**

The Board of Trustees shall consist of **seven (7)** voting members. Trustees shall serve for a term of three (3) years on a staggered basis with at least **two (2)** Trustees being elected each year at the Annual Meeting. The Minister and Director of Religious Education (DRE) shall be ex-officio members of the Board, without a vote.

**Section 2. Election.**

The Board of Trustees shall, following the Annual Meeting, elect from their number a

President and a Vice President to serve as Officers of the Church for the Administrative Year.

**Section 3. Regular meetings.**

Regular meetings of the Board of Trustees shall be held each month at a mutually agreed upon time and day. Except in the case of emergency, such meetings shall be announced to the members of the Church in the newsletter and/or from the pulpit.

**Section 4. Special meetings.**

Special meetings of the Board of Trustees may be held at such times as the Board may, from time to time, determine, or at the call of the President, or at the request of at least **three (3)** Trustees made to the President.

**Section 5. Notice.**

Notice of Board of Trustees meetings may be made by telephone, provided that no less than **twenty-four (24)** hours' notice is given. Meetings of the Board may be held without notice provided that all Trustees sign a Waiver of Notice prior to any such meeting.

**Section 6. Quorum.**

At Board of Trustees meetings a **majority** of the members of the Board shall constitute a quorum. The consent of **four (4)** Trustees shall be necessary to take or authorize action. However, during the months of June through September, **three (3)** Trustees shall constitute a **quorum** solely for the purpose of ordering routine maintenance of Church property and filling any vacancy on a committee or of any non-elective office. The consent of **three (3)** Trustees shall be required to take or authorize action at any such meetings.

**Section 7. Prohibitions.**

(1) A Trustee may be reelected for one additional consecutive term; however, a Trustee whose period of consecutive service is five years or longer shall be ineligible for reelection the following year.

(2) A member of the Board of Trustees shall not concurrently serve as a Trustee for Endowments.

**Section 8. Responsibilities.**

The Board of Trustees shall be responsible for:

- (1) Managing and safekeeping the assets of the Church
- (2) Conducting the business of the Church;
- (3) Providing leadership in authorizing and directing activities which will provide

operating funds;

- (4) Arranging for an independent review of the financial records of the Church following the close of the Fiscal Year.
- (5) Acting in accordance with the provisions of the Trust Agreement for the Endowments
- (6) Creating and establishing committees.
- (7) Establishing Church Policy and Procedures.
- (8) Approving use of Church property or delegating such approval.

### **Section 9. Activity Report.**

The Board of Trustees shall provide the members of the Church with a written report at least **one (1)** week prior to the Annual Meeting which shall account for the activities of the Board, all standing Committees, organizations and such other committees as requested by the Board to submit a report.

### **Section 10. Financial Report.**

- (1) The Board of Trustees shall make available to the members of the Church at least one week before the Annual Meeting a written report which shall include a financial statement for the Fiscal Year to date and a proposed budget for the next Fiscal Year.
- (2) No expenditure, budgeted or unbudgeted, shall be allowed unless full funding is available.

### **Section 11. Contribution from Endowment.**

- (1) The Board of Trustees of the Church shall each year direct the Trustees for Endowments to contribute to the budget of the Church an amount equal to “five percent (5%) of the value of the Endowment”, as defined in Article III, Section 11,.., subsection (2), below.
- (2) The amount contributed by the Trustees for Endowments from the Endowment to the annual budget of the Church shall be determined as follows:
  - i. At the end of each Fiscal Year, the Board of Trustees shall direct the treasurer of the Trustees for Endowments to prepare a statement of the value of the Endowment at the close of such Fiscal Year and for each of the preceding four (4) Fiscal Years.
  - ii. The Board of Trustees shall direct the treasurer of the Trustees for Endowments to calculate the average of the five year values identified in Article III, Section 11,.., subsection (2), paragraph i., above. This average shall be “the value of the Endowment” for purposes of determining the five percent (5%) which shall be contributed to the annual budget of the Church.

(3) The Board of Trustees shall not direct the Trustees of Endowment to contribute any additional funds, beyond the “five percent (5%) of the value of the Endowment” from the Endowment to the budget of the Church, or to otherwise invade the principal or interest of the Endowment, unless a Special Request for Invasion of Endowment is approved by the members of the Church, as provided for in Article III, Section 12., below.

**Section 12. Special Request for Invasion of Endowment.**

(1) Vote of Board In order for the Board of Trustees to direct the Trustees of Endowment to contribute any additional funds, beyond the “five percent (5%) of the value of the Endowment” from the Endowment to the budget of the Church, or to otherwise invade the principal or interest of the Endowment, a majority of the Board of Trustees must vote to call a Special Meeting for a Special Request for Invasion of Endowment.

(2) Board to Prepare Ballot and Notice Once a majority of the Board of Trustees has voted to call a Special Meeting for a Special Request for Invasion of Endowment, a majority of the Board of Trustees must approve an Absentee Ballot and Notice for such Special Meeting for a Special Request for Invasion of Endowment.

(3) Notice The Notice of the Special Meeting for a Special Request for Invasion of Endowment shall clearly state the reason for the Board’s Special Request, and the amount of money which the Board is requesting be taken from the Endowment. The Notice shall designate the meeting time as noon on a Sunday not less than 45 days, nor more than 50 days from the date of mailing of the Notice. The Notice shall be sent by the Clerk of the Board of Trustees by electronic mail or regular mail (when requested) to all members.

(4) Absentee Ballot The members may vote on the Board of Trustees’ Special Request for Invasion of Endowment by Absentee Ballot. The Absentee Ballot shall provide a space for the member to fill in his or her name, and shall give the member the clear opportunity to vote for or against the Special Request. The Absentee Ballot shall clearly state on its face the following: “In order to be counted, this Absentee Ballot must be received by mail at the Church by the Friday prior to the Special Meeting for a Special Request for Invasion of Endowment; or received by hand-delivery into the Bride’s Room on Arlington Avenue at the Church prior to 11:00 a.m. on the day of the Special Meeting for a Special Request for Invasion of Endowment.” Absentee Ballots shall be sent by the Clerk of the Board of Trustees by regular mail to all members with the Notice described in Article III, Section 12., subsection (3), above. A self-addressed (to the Church, clearly marked on the exterior of the envelope as an Absentee Ballot), stamped envelope shall be provided by the Clerk of the Board of Trustees with the Notice and Absentee Ballot.

(5) Quorum Sixty percent (60%) of the members of the Church must be present, either in person or by Absentee Ballot, in order to constitute a quorum for the Special

Meeting for a Special Request for Invasion of Endowment.

(6) Vote to Approve Once a quorum has been established pursuant to Article III, Section 12., subsection (5), above, seventy-five percent (75%) of those present, either in person or by Absentee Ballot, must vote in favor of the Special Request in order for it to pass.

(7) Order of Meeting The order of a Special Meeting for a Special Request for Invasion of Endowment shall be as follows:

- i. Called to order by President or Vice President.
- ii. Members present, either in person or by Absentee Ballot, shall be counted to determine if a quorum is present. If a quorum is not present, the meeting shall be adjourned.
- iii. If a quorum is present, the Notice shall be read.
- iv. At the conclusion of the reading of the Notice, there shall be discussion. No matters other than as are stated in the Notice shall be discussed.
- v. Upon conclusion of the discussion, a vote shall be called.

(8) Amendment No amendment of the Notice, Ballot or the Special Request may be allowed at the Special Meeting.

**ARTICLE IV – OFFICERS**

**Section 1. Titles.**

- (1) The Officers of the Church elected by the Board of Trustees shall be a President and a Vice President.
- (2) The Officers of the Church elected by Church members shall be a Clerk, a Treasurer, an Assistant Treasurer, and a Financial Secretary.
- (3) All Officers shall serve for the Administrative Year.
- (4) Officers shall be authorized to conduct official correspondence in the name of and for the Church.

**Section 2. President.**

- (1) Preside at all meetings of the Church and the Board of Trustees;
- (2) Make such appointments as directed, authorized or required, including appointing Trustees to serve as liaison representatives to Standing Committees who shall be responsible for reporting to the Board of the activities of their respective committees;
- (3) Execute all documents necessary to carry out the purpose and functions of the Church;
- (4) Be responsible for carrying out the directives and requirements of applicable law,

these Bylaws and the Articles of Incorporation, and

- (5) Serve without a vote as an ex-officio member of all committees except the Nominating Committee.

### **Section 3. Vice President.**

The Vice President shall:

- (1) Assist the President in the exercise of his or her duties;
- (2) In the absence or inability of the President, execute the duties of the President; and
- (3) In the absence or inability of the Treasurer or the Assistant Treasurer, have the authority to receive all monies on behalf of the Church.

### **Section 4. Treasurer.**

The Treasurer shall:

- (1) Be responsible for the safekeeping of all funds and assets of the Church, except for those assets assigned to the trusteeship of the Endowment Trust;
- (2) Keep a full and accurate record of all receipts and disbursements in ledgers kept for such purposes which shall be the property of the Church and kept on the church premises whether on electronic media or in written ledger format;
- (3) Prepare written monthly and annual reports on the financial condition of the Church and make them available to the Board of Trustees and Church members;
- (4) File any and all tax and other financial reports as required by applicable law;
- (5) Deposit all monies, drafts and checks in the name or to the credit of the Church at such banks and/or depositories as the Board of Trustees shall designate; and
- (6) Disburse Church funds for all expenses authorized by the Board of Trustees or by action of the Church members.

### **Section 5. Assistant Treasurer.**

The Assistant Treasurer shall:

- (1) Assist the Treasurer in the exercise of his or her duties, and
- (2) In the absence or inability of the Treasurer, execute the duties of the Treasurer.

### **Section 6. Clerk.**

The Clerk shall:

- (1) Prepare detailed and accurate minutes of all business meetings of the Church and Board of Trustees;

- (2) Preserve all records, reports and official documents of the Church;
- (3) Prepare and file reports, other than financial, as required by applicable law;
- (4) Conduct official correspondence in the name of and for the Church;
- (5) Communicate to the members via official newsletter or such other publications as deemed appropriate, actions or concerns of the Board of Trustees, and
- (6) Be custodian of the corporate seal.

### **Section 7. Financial Secretary.**

The Financial Secretary shall:

- (1) Keep an accurate record of all collections of financial support for the Church;
- (2) Transmit all such collections to the Treasurer, and
- (3) Prepare a written report for presentation to members of the Church at the Annual Meeting as to the total amount pledged and the amount collected, and make such additional reports as requested by the Board of Trustees.

### **Section 8. Assistant Financial Secretary.**

The Assistant Financial Secretary shall:

- (1) Perform the functions of the Financial Secretary in his/her absence.

## **ARTICLE V - THE MINISTER**

### **Section 1. Duties.**

The Minister shall have a free pulpit and, in addition to ministerial duties and functions, shall:

- (1) Be the Administrative Officer of the Church in carrying out the directives and policies established by the Board of Trustees;
- (2) Provide general supervision to other paid church staff, and work with the Director of Religious Education (DRE) and others to create and implement activities and programs for the entire congregation;
- (3) Bring to the attention of the Board of Trustees any issue considered to be in the general interest and concern of the Church, including any observations and/or recommendations thereon;
- (4) Serve without a vote as an ex-officio member of the Board of Trustees and all other committees except the Nominating and Ministerial Search Committees;
- (5) Provide input for Church policies and procedures; and
- (6) With justification, have ultimate approval over candidates for paid positions.

## **Section 2. Qualification.**

The Minister shall be fellowshipped by the Unitarian Universalist Association or in preparation for such fellowship.

## **Section 3. Contract.**

The Minister shall be considered to have indefinite tenure. The contract for service shall be reviewed at least **biennially** by the Board of Trustees and the Minister. If the Trustees and the Minister cannot agree on a contract for the ensuing **two (2)** year period, then the matter shall be presented to the members at a meeting of the Church. Any contract shall be reviewed and approved by the Church's attorney prior to execution, to insure, among other things, conformity with the Bylaws.

## **Section 4. Selection.**

The Minister shall be chosen by Church members upon the affirmative vote of at least ninety percent (90%) of the members present at a Church meeting at which a quorum of at least fifty percent (50%) of the total members of the Church are present. Following the selection of the Minister, the members shall approve a contract for service upon the affirmative vote of at least ninety percent (90%) of the members present at a Church meeting at which a quorum of at least fifty percent (50%) of the total members of the Church are present.

## **Section 5. Search Committee.**

### **(1) Nominating Committee:**

Upon notification of a vacancy of the ministerial office, the Board of Trustees shall appoint a three (3) member Nominating Committee for the purpose of proposing a slate of candidates to serve as a Search Committee. The Nominating Committee shall, at their first meeting, elect from their number a chair and a recording secretary.

### **(2) Duties of the Nominating Committee:**

The Nominating Committee shall nominate five (5) voting church members and two (2) alternates. The Nominating Committee shall nominate individuals who are representative of the church membership. Prior to such nomination, the Nominating Committee shall obtain the consent of each candidate for such slate.

### **(3) Congregational Meeting**

The Search Committee shall be elected at a duly called congregational meeting, with the names of the Nominating Committee's nominees printed in the notice for such meeting. Additional candidates may be nominated as follows: a written nomination, signed by at least three (3) members of the church, as well as the signature (indicating consent to the nomination) of the nominee, must be filed

with the Board of Trustees at least one (1) week prior to the meeting. Such additional nominees shall be listed on the official ballot, together with those submitted by the Nominating Committee.

### **Section 6. Dismissal.**

The Minister may be dismissed and the contract terminated upon the affirmative vote of 60 percent (60%) of the members present at a Church meeting at which a quorum of at least fifty percent (50%) of the total members of the Church are present. The vote shall be taken by secret ballot. Notice of any such dismissal shall be given in writing by the President to the Minister. The Minister's current contract shall specify the payment of severance.

## **ARTICLE VI - DIRECTOR OF RELIGIOUS EDUCATION**

### **Section 1. Duties.**

The Director of Religious Education (DRE) shall be responsible for the administration of the religious education department and shall work with the minister and others to create and implement activities and programs for the entire congregation.

### **Section 2. Line of responsibility.**

The DRE serves under the general direction of the minister.

### **Section 3. Contract.**

The DRE shall be offered a contract for service by the Board on an annual basis.

### **Section 4. Search Committee.**

#### **(1) Nominating Committee:**

Upon notification of a vacancy of the DRE office, the Board of Trustees shall appoint a three (3) member Nominating Committee for the purpose of proposing a slate of candidates to serve as a Search Committee. The Nominating Committee shall, at their first meeting, elect from their number a chair and a recording secretary.

#### **(2) Duties of the Nominating Committee:**

The Nominating Committee shall nominate five (5) voting church members and two (2) alternates. The Nominating Committee shall nominate individuals who are representative of the church membership. Prior to such nomination, the Nominating Committee shall obtain the consent of each candidate for such slate.

#### **(3) Congregational Meeting**

The Search Committee shall be elected at a duly called congregational meeting, with the names of the Nominating Committee's nominees printed in the notice for

such meeting, Additional candidates may be nominated as follows: a written nomination, signed by at least three (3) members of the church, as well as the signature (indicating consent to the nomination) of the nominee, must be filed with the Board of Trustees at least one (1) week prior to the meeting. Such additional nominees shall be listed on the official ballot, together with those submitted by the Nominating Committee.

- (4) The minister shall serve without a vote as an ex-officio member of the Search Committee.

## **ARTICLE VII - GENERAL PROVISIONS**

### **Section 1. Fiscal Year.**

The Fiscal Year shall **begin July 1 and end June 30.**

### **Section 2. Administrative Year.**

The Administrative Year shall coincide with the Fiscal Year.

### **Section 3. Signature Authorization.**

All checks, notes, drafts, orders for payment of money and other evidences of indebtedness issued in the name of the Church shall be signed by either the President, the Treasurer or any two (2) signatories authorized by the Board of Trustees.

### **Section 4. Nominating Committee for Annual Elections.**

(1) Prior to each Annual Meeting, the Board of Trustees shall create a Nominating Committee for the nomination of individuals to fill such seats on the Board of Trustees and the Board of Endowment as will become open at the end of the church year, along with the offices of Clerk, Treasurer, Assistant Treasurer, Financial Secretary, and Assistant Financial Secretary. The Nominating Committee shall consist of three (3) voting members: a Chair appointed by the President, and two committee members appointed by the Board of Trustees.

(2) Duties of Nominating Committee. The Nominating Committee shall provide a slate of candidates for election at the Annual Meeting. The Nominating Committee shall nominate individuals who are representative of the church membership. Prior to such nomination, the Nominating Committee shall obtain the consent of each nominee for such slate.

(3) Election at Annual Meeting. New members of the Board of Trustees and the Board of Endowment, along with the Clerk, Treasurer, Assistant Treasurer, and Financial Secretary, shall be elected at an annual meeting. The names of the Nominating

Committee's nominees shall be printed in the notice for such meeting. Additional candidates for the for the above-named offices may be nominated as follows: a written

nomination, signed by at least three (3) members of the church, as well as the signature (indicating consent to the nomination) of the nominee, must be filed with the Board of Trustees at least one (1) week prior to the meeting. Such additional nominees shall be listed on the official ballot at the annual meeting, together with those submitted by the Nominating Committee.

**Section 5. Vacancies.**

Any vacancy occurring among the elected Officers or Board of Trustees, shall be filled, until the next Annual Meeting, by appointment by the President with the approval of the Board of Trustees.

**Section 6. Removal.**

Any elected Officer or Trustee may be removed from office for just cause upon the affirmative vote of **two-thirds (2/3)** of the voting members present at any meeting of the Church. Notice of any proposed removal from office shall be given by mail to the Officer or Trustee involved no more than **thirty (30)** and no less than **seven (7)** days before the meeting at which such action will be considered. Any Officer or Trustee shall automatically be removed from office for **three (3)** consecutive unauthorized absences from regular meetings of the Board of Trustees.

**Section 7. Liability Protection.**

Liability Insurance shall be maintained in an amount determined by the Board of Trustees.

Such insurance shall include:

- (1) General liability coverage for the Church;
- (2) Theft protection in the event of loss of Church funds; and
- (3) Personal liability for all Officers, Members of the Board of Trustees and the Trustees for Endowments, the Minister and Staff.

**ARTICLE IX – AMENDMENTS**

- (1) These Bylaws may only be amended at a meeting properly noticed, wherein the notice for said meeting states that the order of business will include proposed Bylaws changes, and includes a copy of the text of the proposed amendment(s).
- (2) Prior to sending out such notice, any proposed Bylaws changes must be given to the attorney for the Church for review. Such review shall be for the purposes of insuring conformity of the proposed changes to the Certificate of Incorporation, the Trust Agreement, and other authorizing documents of the Church.
- (3) At any such properly noticed meeting, after review of proposed changes by the

attorney for the Church, the Bylaws may be amended upon the affirmative vote of sixty percent (60%) of the members present at a Church meeting at which a quorum of at least fifty percent (50%) of the total members of the Church are present.

(4) Voting for Bylaw changes may be done by Absentee Ballot. [See process for Absentee Ballot in Article III, Section 12, (4) Absentee Ballot.]

**ARTICLE X - DISSOLUTION**

In the event of the dissolution of the Church, the Board of Trustees shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for religious or like purposes, charitable, educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501© (3) of the Internal Revenue Code as it exists at the time of dissolution.

**ARTICLE XI – POLICIES AND PROCEDURES**

The Board of Trustees shall determine Church Policy and Procedures for transacting the business of the Church. Such Policies and Procedures shall relate to details of the administration of the Church rather than to Parliamentary issues.

**Section 1. Proposed Policies and/or Procedures.**

Any Church member who holds voting privileges or employee of the Church may present proposed Policies and Procedures in writing to the Board of Trustees for consideration.

**Section 2. Adoption.**

Policies and Procedures may be adopted, amended or rescinded as needed by a majority vote of the Board of Trustees at any Board of Trustees meeting.

**Section 3. Publication of Policies and Procedures.**

Notice of adoption, amendment or rescission of Policies and Procedures shall be made to the Church membership within **sixty (60)** days through the Church publications, and/or electronic mail (or regular mail by request), and/or announcement from the pulpit. A copy of all Policies and Procedures adopted by the Board of Trustees shall be maintained in the church office. Each Officer and member of the Board of Trustees shall receive a copy of all current Policies and Procedures at the start of the Administrative year.

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*Adopted Oct. 14, 1979 and as amended Apr. 12, 1981, Feb. 12, 1984, May 19, 1985,*

*May 31, 1987, May 17, 1992, Apr., 24, 1993, Apr. 17, 1994, Apr.26, 1998, Mar. 23, 2003, March 21, 2004; January 22, 2006; April 18, 2010; April 24, 2016.*