

BYLAWS

ARTICLE I: CHURCH NAME AND MEMBERSHIP

Name of Church: This Church shall be known and incorporated as the May Memorial Baptist Church, a Virginia non-stock corporation (the "Church").

Acceptance of New Members: A hand of welcome into the fellowship shall be extended when a person comes forward to join. The Pastor or the Chair/Vice Chair of the Board of Deacons will introduce the new member to the congregation and offer the right hand of fellowship. The Pastor will also advise the method (outlined below) under which the new member is being received. The Chair of the Board of Deacons or his/her representative shall then welcome the prospective member, and ask for a show of hands from the May Memorial membership welcoming the new member into the fellowship of the Church. The name of the new member will be reported on the Membership Report at the next regularly scheduled business meeting of the membership of the Church.

Methods for Being Received: Members may be received in any of the following ways:

- A. For baptism, having confessed Jesus Christ as Savior and Lord.
- B. By transfer of membership from another church of like faith and order. A letter of transfer from the sister church shall be obtained by the Clerk or may be presented in person by the applicant.
- C. On statement of Christian experience if a letter cannot be obtained from a sister church or if a person comes from other Christian denominations. The ordinance of baptism may be administered to anyone who has not been immersed as a believer. The decision to be immersed will follow a consultation between person and Pastor, focusing on person's relationship with Christ and baptism experience.
- D. By restoration at a Sunday service after the membership has voted restoration as outlined in Article I, Discipline, Section C. of these Bylaws,
- E. By Watch Care which is a service May Memorial Baptist Church provides to watch over individuals who are temporarily unable to attend the church where they hold membership. Typically, people under Watch Care are college students or people with jobs or other circumstances that require them to travel to other locations for an extended period of time. The individuals under May Memorial's Watch Care membership maintain their official membership with their home church, while being welcomed to participate in the worship services and ministries of May Memorial Baptist Church on a temporary basis. Watch Care members are not "official" members of May Memorial Baptist Church. Watch Care members may participate in activities and services but not hold an office or participate in Church voting.

Stewardship:

It is understood that membership in this Church involves a financial commitment to support the Church's unified budget and its causes with regular, proportionate gifts. Every member should support the church with giving of their time, talents, and resources.

Termination of Membership:

The Clerk, with the consent of the Pastor, is authorized to grant, subject to the provisions below, letters of transfer. Report of such actions, as well as the death of Church members, shall be reported on the Membership Report at the next regular business meeting.

- A. By letter – recommending a member to the fellowship of another Christian Church with like faith and beliefs provided we have received from said Church a written request for the same. A written request from the member shall be honored upon the condition that the request specifies to which Church the letter should be directed. The letter shall be sent directly to the Pastor or the Clerk of the Church specified.
- B. By erasure in the event a member desires to withdraw from membership without uniting with any other Church.

Discipline:

- A. It shall be the basic purpose of the May Memorial Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the Ministerial Staff, and deacons are available for counsel and guidance. Redemption rather than punishment should be the guideline which governs the attitude of one member toward another.
- B. Should some serious condition exist which would cause a member to become a liability to the general welfare of the Church, every reasonable measure will be taken by the pastor and by the deacons to resolve the problem. All such proceedings shall be prayerfully guided by a spirit of Christian kindness and forbearance. But, finding that the welfare of the Church will best be served by the exclusion of the member, the Church, after thirty (30) days written notice to the membership, may take this action by at least a two-thirds (2/3) affirmative vote of voting members present at a regular or special meeting called to consider this exclusion of the member, and the Church may proceed to declare the offender to be no longer in the membership of the Church.

- C. Any person whose membership has been terminated for any condition which has made it necessary for the Church to exclude him/her may be restored to membership upon his/her request with evidence of his/her repentance and reformation, along with a recommendation by the Pastor and Board of Deacons. The membership shall, after thirty (30) days written notice of a regular or special meeting, consider the restoration of membership. A two-thirds (2/3) affirmative vote will be required for membership restoration.

ARTICLE II: CHURCH MEETINGS

Regular Business Meetings

Regular business meetings of the membership shall be in each quarter, (January, March, June, October) or if needed, as rescheduled by the Moderator or Chairman of Board of Deacons. The annual meeting of the membership shall be in August of each year. The agenda for the annual meeting shall include approval of the Church's budget, receiving reports from the Board of Directors, Finance Committee, and Board of Deacons. This agenda shall also include the Board of Deacons' nominations for new deacons and any vacancy on the Board of Directors.

Special Business Meetings

Special called business meetings of the membership to consider matters of significant nature may be called by the Board of Directors, Board of Deacons, Finance Committee, Personnel Committee, or any Church team. The Clerk shall give a minimum of a one week notice of the subject, date, time and location for the specially called business meeting unless extreme urgency renders such notice impracticable. Meetings, if necessary, may be held following the Sunday morning worship service if extreme urgency demands, as determined by the Board of Deacons.

Quorum

Twenty (20) voting members shall constitute a quorum at a business meeting of the membership.

Voting Procedures

Each voting member of the Church shall have one vote at any membership meeting at which he or she is present. Voting by proxy shall not be permitted at any membership meeting. Unless otherwise provided in these Bylaws, the act of the majority of the members present at a meeting at which a quorum is present shall be the act of the membership.

Parliamentary Rules

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the church unless otherwise provided.

ARTICLE III: BOARD OF DIRECTORS

The Board of Directors shall consist of four active Church members. The officers of the Board of Directors shall be President, Vice-President, Secretary and Treasurer and are the official legal representatives of the corporation when and as directed by the Church in all matters involving property, personal or real, and such other functions. All deeds, mortgages, promissory notes, contracts and/or legal instruments or documents necessary to effectuate the actions of the corporation shall be signed and executed in the name of May Memorial Baptist Church by the majority of the duly elected officers of the Corporation. In addition, the Board of Directors shall nominate the Finance Committee and Church Treasurer, to be approved by the church membership.

- A. The President shall be the principal executive officer of the Church, and subject to the control of the Board of Directors. The President shall preside over the meetings of the Board of Directors and report to the Church of their work. The President shall perform such other duties as described in these Bylaws and/or as directed by the membership of the Church. The President may also hold other positions within the Church, other than Vice-President, Secretary or Treasurer, but may not be employed by the Church.
- B. The Vice-President shall assist the President in the discharge of duties upon the request of the President and during his/her absence. The Vice-President may also hold other positions within the Church, other than President, Secretary or Treasurer, but may not be employed by the Church.
- C. The Secretary shall keep an accurate record of the proceedings of the Board of Directors. The Secretary shall also serve as the Registered Agent for the Corporation. The Secretary may also hold other positions within the Church, other than President, Vice-President or Treasurer, but may not be employed by the Church.

- D. The Church Treasurer shall advise the Board of Directors and the membership on the financial status of the Church and shall have financial oversight of the Church's records and assets. The Church Treasurer shall also be the Finance Chairman as elected each year at the Church's annual meeting in August. Additionally, the Church Treasurer shall ensure that the Church maintains adequate procedures and correct business transactional records of the Church, which shall include all matters required by law and which shall be in the form required by law and generally accepted accounting principles, and maintains accurate lists and descriptions of all capital assets of the Church, including land and buildings. The Church Treasurer may also hold other positions with the Church, other than President, Vice-President or Secretary, but may not be employed by the Church.

Three members of the Board of Directors shall serve on a three-year rotating basis. These Directors shall be elected by the membership of the Church at its annual meeting in August. The fourth member shall be the Church Treasurer as elected each year at the Church's Annual Meeting. Only one member of a family (i.e. a spouse, child or parent) may serve at the same time on the Board of Directors. The initial Board shall have one Director who serves a one- year term, one Director who serves a two- year term, and the remaining Director who serves a three- year term. Thereafter, each Director shall be elected to serve a three- year term. After serving a term of three (3) years, a Director shall be eligible for re-election only after the lapse of at least one year after completing his or her three-year term.

Each year the Board of Deacons shall nominate one active Church member as Director to be elected by the Church membership for a three-year term. Each year the Board of Directors shall determine who serves as their President, Vice President, and Secretary.

Meetings:

Regular meetings of the Board of Directors shall be held at such times as the Board of Directors may in their discretion select. Directors shall be given notice of each such meeting by the Secretary, or his or her designee, at least five (5) days prior to the date of the meeting.

Special meetings of the Board may be called by the President when needed. Upon the receipt of a written request signed by at least a majority of members of the Board, the Secretary shall call a special meeting. Notice shall be given as prescribed for regular meetings set forth above.

A quorum for any meeting of the Board shall be a majority of the Board. Directors may participate in the meeting, or conduct the meeting, through the use of any means of communication by which all Directors may simultaneously hear each other during the meeting. A Director participating in a meeting by such means shall be deemed to be present in person at the meeting. A Director may not vote by proxy.

Resignation:

A Director may resign at any time by giving written notice to the Board of Directors and the Board of Deacons. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board of Directors and the Board of Deacons, and the acceptance of the resignation shall not be necessary to make it effective. Any Director who fails to attend three (3) consecutive meetings of the Board shall be deemed to have resigned from the Board unless such Director shall have requested and received from the Board one or more excused absences for good cause.

Removal:

Any Director may be removed at any time by an affirmative vote of at least two-thirds (2/3) of the members present during a special called business meeting of the active membership of the Church called for such purpose. Notice of the special called business meeting shall be sent to such Director and to all active members as set forth in Article II.

Vacancies:

The Board of Deacons shall present a nominee for Director to fill any vacancy occurring for an unexpired term. The nominee shall be presented at a regular or special called business meeting for election by the active membership.

Compensation:

No compensation shall be paid to Directors for their services.

ARTICLE IV: DEACONS

The Board of Deacons shall consist of 12 active Church members. Only one member of a family (i.e. a spouse, child or parent) may serve at the same time on the Board of Deacons. In accordance with the meaning of the Word and the practice of the New Testament, Deacons are to be servants of the Church. The duties of each Deacon are to:

- A. Serve with the Pastor and staff in performing pastoral ministry tasks.
- B. Proclaim the gospel to believers and unbelievers.
- C. Care for the Church's members and other persons in the community.

- D. Lead the Church to engage in a fellowship of worship, witness, education, ministry, and application.
- E. Be involved in activities of the Church beyond Sunday worship services and support the Church with their time, talents, and resources.
- F. The Board of Deacons shall nominate:
 - 1. Candidates to fill all vacancies on the Board of Deacons and shall present their nominees at the annual business meeting in August. The names of nominees shall be published at least two weeks prior to the business meeting. Before nominations for Deacons are presented to the Church their duties, requirements, and responsibilities shall be explained to them by the Pastor and/or Chairperson of the Board of Deacons.
 - 2. The Board of Deacons shall nominate one Director each year for the Board of Directors, and any vacancies which may occur, to be elected by the Church membership.
 - 3. The Board of Deacons shall also nominate, when needed, the Pastor Selection Committee. (see Vacancy, Article V, Bylaws)
 - 4. The Board of Deacons shall nominate the Personnel Committee, the Moderator, the Clerk and Assistant Clerk, and the Parliamentarian, to be approved by the church membership.
- G. Assist the Personnel Committee with the annual review of the Pastor.

Each Deacon shall serve a three (3) year term on a rotation basis. Each year the term of office of one-third (1/3) of the number of Deacons shall expire, and election shall be held to fill the vacancies. In case of death or removal or incapacity to serve, the Church may elect a Deacon to fill the unexpired term. After serving a completed term, a Deacon shall be eligible for re-election to serve a one-year term with church approval.

ARTICLE V: PASTOR

As a Minister of the Gospel of Jesus Christ, the Pastor shall be the spiritual leader and a member of the Church. The Pastor shall direct the worship; preach at stated worship services; administer the ordinances; be responsible for prayer services; visit the members, particularly the aged, the sick and the bereaved; be responsible for personal evangelism; and perform such other activities as usually pertain to the office. By virtue of the office, the Pastor shall be an ex-officio member with advisory powers only of all boards, committees, and organizations of the Church, except in the case of Church Council, which the Pastor serves as Chairman.

The Pastor shall be accountable to the Board of Deacons and the Personnel Committee and shall receive direction, guidance and support from them. The Deacons shall communicate on a regular basis with the Pastor to provide the guidance, direction and support that is needed by the Church. The Personnel Committee and Deacons shall perform an annual evaluation of the Pastor's performance and effectiveness in ministering to the Church. Personnel Policies and Procedures shall be used as the guide line for the annual review. The Personnel Committee and Deacons shall report and/or make recommendations to the Church concerning matters pertaining to the ministry of the Pastor.

Vacancy

When a written notice of intent to vacate, or vacancy, in the pastorate occurs, the Board of Deacons shall promptly nominate to the Church a Pastor Selection Committee of whatever size they deem wise provided, however, it shall consist of not less than five (5) members, care being exercised to make the committee representative of the total life of the Church. This committee shall organize itself and proceed with its work. Under no circumstances may this committee recommend to the Church more than one person at a time; and when the committee's report is before the Church for consideration, no opposing or supplementary nominations shall be entertained. Any person wishing to suggest a possible Pastor may contact the Pastor Selection Committee. The Pastor Selection Committee shall consult with and advise the new Pastor for a period of 12 months before the committee is dismissed of its duties.

The Pastor shall be chosen and called by the Church whenever a vacancy occurs. The election shall take place at a Sunday morning special called business meeting of the Church called for that purpose. At least two (2) weeks prior to the election, notice shall be given to each active member notifying of the date and the time of the election. An affirmative vote by secret ballot of at least three-fourths (3/4) of voting members present at the special called business meeting shall be necessary to call a Pastor. Once elected the Pastor shall serve until the relationship is terminated by the Pastor's request or the Church's request

Termination

Voluntary Resignation: A specific date shall be given by the Pastor when giving notification of resignation. The Pastor shall give at least four (4) weeks' notice at the time of resignation notification before terminating the responsibilities as Pastor.

Involuntary Administrative Leave: The Pastor may be immediately placed on involuntary administrative leave for just and sufficient cause at the discretion of the Board of Deacons and Personnel Committee after consultation with the Pastor. The involuntary administrative leave period (with pay) shall not exceed four (4) weeks. During the four (4) week period the Board of Deacons and the Personnel Committee shall resolve the current issue with the Pastor or they may call for a special called business meeting for the purpose of dismissing the Pastor. While on involuntary administrative leave the Pastor may not enter the church building unless accompanied by a member of the Board of Deacons or Personnel Committee, nor have access to any church records, equipment, or staff personnel.

Involuntary Resignation: The Pastor may be dismissed for just and sufficient cause at a special called business meeting. The Personnel Committee and the Board of Deacons may call a special called business meeting for that specific purpose. Two week's notice must be given prior to the meeting. A vote by secret ballot to dismiss the Pastor must have a majority vote of active members present at the special called business meeting. Termination shall be effective immediately.

ARTICLE VI: CHURCH STAFF

The Church shall call or employ such staff members as the Church shall need upon recommendation from the Personnel Committee. A job description shall be written by the Personnel Committee with input from the appropriate advisory group.

Ministerial Staff other than the Pastor shall be recommended by the Personnel Committee and employed by a majority vote of the members present at a regular or special called business meeting. All Ministerial Staff shall become members of the Church.

Termination:

Voluntary Resignation: A minimum of two (2) weeks' notice shall be given for resignation of duties or before terminating their responsibilities.

Involuntary Administrative Leave: A ministerial staff employee may be immediately placed on involuntary administrative leave for just and sufficient cause at the discretion of the Personnel Committee after consultation with the Pastor and the Board of Deacons. The involuntary administrative leave time period (with pay) shall not exceed two (2) weeks. While on administrative leave the staff member may not enter the church building unless accompanied by a member of the Personnel Committee, nor shall he/she have access to any church records, equipment, or staff personnel.

Involuntary Resignation: A ministerial staff employee may be dismissed for just and sufficient cause at a special called business meeting called for such purpose by the Personnel Committee and the Board of Deacons. Two week's notice must be given prior to the meeting. A majority vote by secret ballot of the active members present at the special called business meeting is necessary to dismiss a ministerial staff employee. Termination shall be effective immediately.

Support Staff personnel shall also be recommended by the Personnel Committee and employed by a majority vote of the members present at a special called business meeting. Support Staff may be either members or non-members of the Church. If non-members of the Church, they should have no vote in the Church body, nor take any action in the Church governing procedures.

Termination: A minimum of two (2) week's notice shall be given for resignation of duties. If warranted, the Personnel Committee may place a support staff employee on involuntary administrative leave for just and sufficient cause, with pay, not to exceed two (2) weeks. While on administrative leave the staff member may not enter the church building unless accompanied by a member of the Personnel Committee, nor shall he/she have access to any church records. A support staff employee may be dismissed for just and sufficient cause at a special called business meeting called for such purpose by the Personnel Committee. Two week's notice must be given prior to the meeting. A majority vote by secret ballot of the active members present at the special called business meeting is necessary to dismiss a support staff employee. Termination shall be effective immediately.

ARTICLE VII: MODERATOR

The Moderator for business meetings shall be nominated by the Board of Deacons and shall be elected annually by the Church. In the absence of the Moderator, the Chairperson of Deacons shall preside, or in the absence of both, the Clerk shall call the Church to order and an acting Moderator shall be elected. The Moderator shall be familiar with Robert's Rules of Order, Revised.

ARTICLE VIII: PARLIAMENTARIAN

The Parliamentarian shall be nominated by the Board of Deacons and shall be elected annually by the Church. The Parliamentarian should be someone who is familiar with Robert's Rules of Order, Revised. If the Parliamentarian cannot be present or is absent from the meeting the Moderator shall appoint someone for that specific meeting.

ARTICLE IX: CLERK

The Clerk shall be nominated by the Board of Deacons and shall be elected annually by the Church. An Assistant Clerk shall also be nominated by the Board of Deacons, shall be elected annually by the Church, and shall serve in the absence of the Clerk. The Church-elected Clerk of the Church shall keep in a suitable book a record of all the actions of the Church, except as otherwise herein provided. He/She is responsible for keeping a register of the names of members, with dates of admission, dismissal, transfer, or death, together with record of baptisms. He/she shall issue letter of dismissal voted by the Church and transfer letters; preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in these Bylaws. The Clerk shall also make available the Constitution and Bylaws for members and leaders. All Church records are Church property and should be filed in the Church office when an office is maintained. The original minutes shall not be removed from the Church property by any person or for any reason.

ARTICLE X: LEADERSHIP COUNCIL

Membership: The membership of the Leadership Council shall have as members the Pastor (serves as Leader of the Council), all Ministry Staff, President of the Board of Directors, Chairperson of the Deacons, Clerk of the Church (serves as Council Secretary), Chairperson of Finance Committee, and two at-large church members appointed by the Board of Deacons each year.

The primary function of the Leadership Council will be to serve as counsel to the Pastor when needed. The Council shall identify objectives and goals; review and coordinate programs and activities if the Council approves said programs and activities; and evaluate achievements in terms of Church objectives and goals.

All matters agreed upon by the Leadership Council shall be in accordance with visions and funding approved by the Church membership.

ARTICLE XI: FINANCE COMMITTEE

The Finance Committee shall be nominated by the Board of Directors and approved by the church membership. The Finance Committee shall be composed of the Church Treasurer and (6) additional members, with at least 3 members with an accounting/financial background. After serving a completed 3-year term, a member shall be eligible for re-election to a one-year term with church approval. Only one member of a family (i.e. a spouse, child or parent) may serve at the same time on the Finance Committee. No member of the Finance Committee shall be an employee of the church.

This committee shall be responsible for preparing an annual budget. The proposed budget shall be completed for distribution to the Church members by August 1 of each year and shall be presented to the Church for approval at annual business meeting in August. Any expenditure request during the year which was not included in the budget must be presented to this committee for recommendations on how to finance, and approved at a regular or special called business meeting.

The Finance Committee shall give general oversight of all matters of the Church that pertain to the expenditures of funds. It is expressly charged with the responsibility of carrying out the budget as adopted by the church and seeing that the budget is not exceeded in any manner without the approval of the Church at a business meeting.

Before any of the funds so provided in the budget have been expended or contracted for, all committees must submit to the Finance Committee detailed recommendations of such expenditures for approval. The Church Treasurer shall have authority to approve an over-expenditure of the budgeted line items of not more than ten percent (10%) without the need to seek approval by the Church in business session providing there are funds available.

The Church shall hire a Financial Secretary whose work shall be directed by the Finance Committee. It shall be the duty of the Financial Secretary to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money, or things of value paid or given to the Church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the Financial Secretary to provide a record of all receipts and disbursements for the preceding months to the Church Treasurer for an itemized report at the quarterly business meetings. The Financial Secretary's records shall be audited annually by an auditing committee. The Financial Secretary shall be bonded each year for \$100,000.00. The cost of the surety bond shall be paid by the Church.

Weekly counters (5) shall be nominated by the Finance Committee and approved by the church membership.

The annual report at the end of each fiscal year shall be presented for approval by the Church. The Church Clerk shall keep and preserve the annual report as a part of the permanent records of the Church.

ARTICLE XII: PERSONNEL COMMITTEE

The Personnel Committee shall be nominated by the Board of Deacons and approved by the church membership. After serving a completed 3- year term, a member shall be eligible for re-election to a one-year term with church approval.

The Personnel Committee shall elect its own chairperson and begin operating by September 1. They shall make recommendations to the Church in matters pertaining to employed personnel. Its work includes such areas as determining staffing needs, recommending employment, recommending salaries and benefits and recommending termination.

To insure fair and equitable benefits for their employment monies, the Personnel Committee, in consultation with the Pastor, will:

- A. Work with personnel supervisors and advisory teams to develop appropriate job descriptions.
- B. Work with individual employees so that they understand job descriptions/requirements.
- C. Give at least annual performance reviews to the individual employees on how well they are meeting job description expectations and help them develop performance improvement plans as required. Based on job scope, individual performance rating and budget limitations, recommend salary adjustments for proposed annual budget. All budgets must be voted on and approved by the Church during a Church Business Meeting.
- D. Provide a written summary of committee activities to the Church Clerk for inclusion in the business meeting booklet.
- E. The spouse of a staff member cannot serve as a member of the Personnel Committee or the Advisory Team for that ministry.
- F. The Personnel Committee shall have 6 members.

ARTICLE XIII: PROGRAM ORGANIZATIONS

May Memorial Baptist Church shall have programs that enable the church to accomplish its mission. These shall include programs for missions, worship, outreach, fellowship, music, and Christian education.

All organizations of the Church shall be under Church control.

ARTICLE XIV: TEAM VOLUNTEERS

All other work of the Church not defined by this document shall be carried out by five (5) teams (Worship, Spiritual Formation, Hospitality, Stewardship, Missions). Volunteers shall be encouraged to commit to the needs of the Church. Volunteers for the various teams do not require election by the Church membership.

ARTICLE XV: INDEMNIFICATION

Limitation on Liability:

To the fullest extent that the Virginia Non-Stock Corporation Act, as it exists on the date hereof or may hereafter be amended, permits the limitation or elimination of liability of directors or officers, a director or officer of the Board shall not be liable to the Board or the members for monetary damages unless such director or officer shall have been found to have engaged in willful misconduct, or a knowing violation of criminal law. Any amendment to or repeal of this Article XIV shall not adversely affect any right or protection of a director or officer of the Board for or with respect to any acts or omissions of such director or officer occurring prior to such amendment or repeal.

Indemnification:

To the fullest extent permitted and in the manner prescribed by the Virginia Non-Stock Corporation Act and any other applicable law, the Board shall indemnify any director, officer, deacon, committee member, employee or agent of the Corporation who is or was a party to any proceeding by reason of the fact that he or she is or was such a director, officer, deacon, committee member, employee, volunteer or agent of the Corporation unless such director, officer, deacon, committee member, employee or agent shall have been found to have engaged in willful misconduct, or a knowing violation of criminal law. Any amendment to or repeal of this Article XIV shall not adversely affect any right of indemnification with respect to any acts or omissions occurring prior to such amendment or repeal.

Insurance:

The Board may purchase and maintain insurance to indemnify it against the whole or any portion of the liability assumed by it in accordance with this Article and may also procure insurance, in such amounts as the Board of Directors may determine, on behalf of any person who is or was a director, officer, employee or agent of the Board.

ARTICLE XVI: ADOPTION AND DISTRIBUTION OF BYLAWS

Adoption:

These Bylaws shall be adopted by an affirmative vote of at least two-thirds (2/3) of the active members present at a regular or a special called business meeting called for this purpose. These Bylaws shall become effective on and from the date of their adoption.

Amendment:

Any article or section of these Bylaws may be amended, altered or repealed by an affirmative vote of at least two-thirds (2/3) of the voting members present at a regular or a special called business meeting called for this purpose; provided, however, that such proposed changes must be submitted to the membership in writing at least thirty (30) days before the action on the amendment.

ARTICLE XVII: BUILDINGS AND GROUNDS COMMITTEE

The Buildings and Grounds (B&G) Committee shall consist of a Chairperson, nominated by the Board of Deacons and approved by the Church membership, and other individuals as required and selected by the Chairperson. The terms of service shall be one year and there shall be no term limits to either chairperson or members. The Church Treasurer, the Chairperson of the Deacon Board, the Church Facilities Manager, and the Pastor shall have permanent membership appointments.

The work of the B & G Committee is to maintain and manage the church facilities, to approve and coordinate maintenance and repair activities as required; to plan and coordinate maintenance activities performed by church members; and to acquire, contract, and supervise vendors in performing contracted work. The Committee shall work in conjunction with the Church Facilities Manager.

All B & G expenses and finances shall be accounted for by the Committee in conjunction with the Church Treasurer and Financial Secretary; and presented to the Church membership for approval as appropriate.

Article X: Amended

10/09/19

Article XVII Added and Approved
08/22/2021

