

FIRST BAPTIST CHURCH
OWEGO, NEW YORK
BYLAWS

Effective January 23, 2005

INTRODUCTION

These Bylaws are enacted for the purpose of providing direction and guidance for the operation, organization, and ministries of the First Baptist Church of Owego, NY. In the event of conflict in interpretation or action between these Bylaws and the Church Constitution, the Constitution shall prevail.

ARTICLE I – CHURCH COVENANT

Acknowledging Jesus Christ to be our Lord and Saviour, and recognizing our constant need for spiritual renewal, we covenant with God and with one another:

To walk together in Christian Love

To prepare ourselves for service and witness through regular worship and study of the Scriptures

To engage in regular and personal experiences of prayer and meditation

To work together for the advancement of the Kingdom of God and the spread of the Gospel to all peoples and nations

To strive in our personal living to be Christ-like in character and conduct

To freely contribute our time, talents, and money to maintain the ministry and outreach of our Church to this community and throughout the world

To witness for our Lord Jesus Christ to our fellowmen in deeds of love and mercy as well as personal testimony

To strengthen the witness of our Church, we will seek to be exemplary in our manner of life, to be temperate in habits, and to guard carefully the good name of the Church and its members. In all places and in all relationships of life we will strive to bring a Christian influence to bear, and, by the aid of the Holy Spirit, we shall seek to bring all those about us into a vital relationship with the Lord Jesus Christ.

ARTICLE II – MEMBERSHIP

Section 1 – Qualifications:

Any person professing faith in Jesus Christ as personal Lord and Savior, and who is in accord with the faith, practices, bylaws and constitution held by the church, and who agrees to abide by the Church Covenant (Article I) and statement of Purpose (Constitution Article II) may be admitted to membership (Constitution Article III). New members shall be admitted upon recommendation of the Executive Council (Article V, section 1) or the Board of Deacons (Article VI, section 2) and upon a majority vote of the Church Congregation at a Business Meeting (Article IV, sections 3,4,5) or at a regular Sunday morning worship service (Article IV, section 1). The Church Clerk (Article V, section 3) shall maintain a role of church members.

Section 2 – Reception of persons into membership:

Any person professing faith in the Lord Jesus Christ, giving evidence and testimony of a Christian life, may be received into membership by one of four methods:

- A. By **Baptism**: Any person may be received into the church upon baptism. Immersion is our preferred method of baptism, but other modes of baptism as determined by the Pastor (Article III) may be substituted to accommodate individual circumstances.
- B. By **Letter of Transfer**: Any person, having been previously baptized, may be received by letter of recommendation from a Christian church.
- C. By **Christian Experience**: Any believer, having previously been baptized, may be received upon a satisfactory statement of Christian faith and experience.
- D. By **Restoration**: Any former member may be received into membership upon personal request and satisfactory statement and experience.

Section 3 – Duties of Members

Members by their own voluntary association together have certain duties:

- Members are bound to maintain holy fellowship and communion in the worship of God, to perform other spiritual services which tend to their mutual edification, and to serve the Church according to their several abilities and as God has offered opportunity.
- Members have the duty to attend regularly called Business Meetings (Article IV, sections 3,4,5) of the Church to deliberate and to vote upon questions brought before them.

- Members voluntarily put themselves under the leadership of the Pastor and the duly elected Officers of the Church (Article V), and, therefore, are bound to assist these Officers as they carry out the various functions of the Church.
- It shall be the duty and privilege of every member to financially aid in the support of this Church and to prepare a pledge card annually. This card is to be submitted to the Financial Secretary (Article V, Section 5) during the annual pledge period indicating the amount the member is willing and able to contribute to the support of the Church and Missions during the following fiscal year.

Section 4 – Inactive Members- Letters of Transfer

A member who has moved from reasonable commuting distance of this Church and has not attended or supported this Church for a period of two (2) years may be encouraged to secure a letter of transfer to another Church. After sufficient time, their name will be placed on the Roll of Inactive Members.

Section 5 – Inactive Members, Non Attendance

After personal visitation and diligent effort has been made by the Board of Deacons (Article VI, section 2) to restore that person to active participation, and upon the recommendation of the Executive Council (Article V, section 1) or the Board of Deacons, the name of any Member who has been absent from the Ordinances of this Church for a period of two (2) years may be transferred to the Roll of Inactive Members,

Section 6 – Inactive Roll

Inactive Members defined by the above Sections 4 and 5 remain Members of this Church. Their names shall be kept on a separate Roll of Inactive Members, and shall not be included in any official report unless designated as Inactive Members in the report. These Inactive Members may be restored to Active status by a vote of the Church or upon recommendation of the Executive Council (Article 5, section 1) or the Board of Deacons (Article VI, section 2).

Active members are all those members of The Church not on the Inactive Roll.

Section 7 – Cessation of Membership - Separation

A Letter of Separation may be issued to a Member of The Church who by acts or words has brought serious disruption or damage to The Church or its Mission. A Letter of Separation may be issued only after due consideration by the Executive Council (Article 5, section 1) or the Board of Deacons (Article VI, section 2) and after all positive effort has been made to restore the person as an active, respected Member in the worship and Fellowship of The Church.

Section 8 – Cessation of Membership – Transfer

At any Congregational meeting (Article IV) membership shall cease upon the granting of a letter of transfer to a particular Church, or upon written request by the member for the removal of their name from the Church membership role

Section 9 – Memorial Roll

At death, the Member's name shall be removed from the Membership Roll and placed on the Permanent Memorial Roll of the Church.

Section 10 – Change in Membership Status

The Church Clerk (Article 5, section 3) shall notify a person, in writing, where possible, of change in their membership status.

ARTICLE III – PASTOR

Section 1 – Duties

The pastor shall preach, administer the ordinances of the Gospel, counsel members, and oversee the spiritual interests and ministries of The Church.

It is the duty of the Pastor in this church, to serve Jesus Christ and to speak for God to the people and to the community. The Pastor has the watchful care of the congregation and, therefore, has the duty to be a person of unquestionable integrity, and an example to all peoples while supervising and coordinating the activities of the Church. The Pastor is to lead in the regular services of the Church Worship and to feed the congregation with Spiritual food. The Pastor seeks out the weak and wayward and ministers to their Spiritual needs. The Pastor administers the Ordinances of Baptism and Communion. High on the Pastor's list of duties is to serve not only the people of The Church, but also all the people of the community. Therefore, the pastor's duties are not confined to this particular Church, but must include a share of the work in the life of all the Churches in the area.

The Pastor may be required at the request of the Executive Council (Article V, section 1) to give a report at each regular Business Meeting (Article IV, sections 3,4) concerning on going activities including the number of visitations to the sick and to those requiring Spiritual Encouragement.

Section 2 – Calling/Dismissal

The Pastor shall be chosen by a two-thirds (2/3)-majority ballot vote, after recommendation of the Pulpit Committee, at a Special Meeting (Article IV, section 5) called for that purpose.

Each Pastoral candidate, as he or she is recommended, shall be voted upon individually and separately.

The term of service shall continue as long as agreeable to the Pastor and the Church. Either party wishing to terminate the Pastoral relationship shall give minimum two (2) months notice in writing.

The recommendation to dismiss a pastor shall be by majority vote of the Executive Council (Article V, section 1). The Executive Council may

immediately suspend, with pay, the Pastor for cause by majority vote. Eighteen members in good standing may petition the Executive Council for dismissal of the Pastor. The Chairperson of the Executive Council shall notify the Pastor and the Executive Council of such recommendation or petition before Church action. The Executive Council and the Pastor shall be given a maximum two weeks (14 days) to resolve the issue or for the Pastor to resign. If after fourteen days the issue is still unresolved the petition for dismissal shall be made public and a special congregational Business Meeting (Article IV, section 5) shall be called to resolve the issue.

ARTICLE IV – CONGREGATIONAL MEETINGS

Section 1 – Public Worship

Regular Sunday morning worship services shall be held at such time and place, as the Church shall determine at a regularly called Business Meeting (Article IV, sections 4,5,6).

Additional meetings for the worship of God, the study of God’s Word, and the advancement of The Kingdom shall be held at such times and place, as the Executive Council (Article V, section 1) shall determine. The Pastor (Article III) and the Board of Deacons (Article VI, section 2) or the Pastor and the Executive Council may change the time and place of individual regular Sunday morning worship services for special circumstances up to six times annually. If possible, a two-week advance notice of such change shall be given to the congregation

Section 2 – Communion

The Lord’s Supper shall be observed on the first Sunday morning of the month, at least six times a year. Additional observances may be held at the discretion of the Pastor and either the Board of Deacons or Executive Council.

Section 3 – Annual Business Meeting

The Annual Business Meeting of the Church shall be held on the fourth Sunday of the month of January.

Written reports shall be given by the Executive Council (Article V, section 1), by Boards of Managers (Article VI, section 1), Deacons (Article VI, section 2), and Christian Education (Article VI, section 3), by the Church Treasurer (Article V, section 5), by the Benevolence Treasurer (Article 5, section 6), by the Financial Secretary (Article V, section 4), by the Church Clerk (Article V, section 3), and by other Officers, Committees, or Auxiliary Organizations as directed by the Executive Council. Reports from Boards shall include balances and summaries of income and expenditures for any funds they are administering.

Copies of written reports given at the Annual Business Meeting shall be submitted to the Church Clerk or the Clerk’s designee two weeks prior to the meeting.

Nominations for elective offices will be received and voted upon at the Annual Business Meeting.

Section 4 – Business Meetings

In addition to the Annual Business Meeting, regular Business Meetings of the Church shall be held on the fourth Sundays of May and September.

All meetings noted in ARTICLE IV, sections. 3 and 4 are held to transact any business properly brought before the Church. In case of an emergency or conflict these meetings shall be held at a time designated by the Executive Council (Article V, section1) providing the proper public notice is given.

At the Business Meetings reports shall be presented: by the Executive Council, by Boards of Managers (Article VI, section 1), Deacons (Article VI, section 2), and Christian Education (Article V!, section 3), by the Church Treasurer (Article IV, section 3), by the Benevolence Treasurer (Article IV, section 6), by the Financial Secretary (Article IV, section 4), and by the Church Clerk (Article IV, section 3). Reports from other Officers, Committees, or Auxiliary Organizations may also be received.

Section 5 – Special Business Meetings

Special Business Meetings may be called by the Executive Council (Article V, section 1) at any time or they shall call a Special Meeting of the church upon the written request of eighteen (18) Members of the Church.

Section 6– Public Notice

Public Notice of the time and place of all Regular and Special Business Meetings of the Church shall be publicly announced from the Pulpit on at least two (2) Sundays, preceding the meeting. Such announcements shall clearly state the purpose of any Special Meeting. No other matter save that specified in the announcement may be voted upon at the Special Meeting.

Section 7 – Other Meetings

Other services or meetings consistent with the Purpose of the Church may be held by groups of Church members unless expressly forbidden by the Executive Council (Article V, section 3).

ARTICLE V – OFFICERS

Section 1 – Executive Council

Members of the Executive Council (see Constitution Article VI) shall be elected to terms of three years by written ballot in accordance with New York State law at the Annual Business Meeting (Article IV, section 3). The Executive Council shall consist of nine or twelve members including the Church Moderator and the Church Clerk. The terms of office shall be staggered such that each year the

terms of one third of the members expire. No more than two Executive Council members may be non-members of the Church.

The Executive Council shall submit the proposed Annual Budgets at the Annual Business Meeting of the Church and shall have charge of securing the pledges for these budgets.

The Executive Council shall have final authority on employment of any church staff required in addition to the Pastor and Assistant Pastor.

The Executive Council shall establish boards and committees as required by these Bylaws or as it deems necessary to effectively carry out church governance. The Executive Council maintains ultimate authority over all these boards and committees.

The Executive Council shall advise the Church on any matters it deems necessary and shall take up all other matters assigned to it by the Church.

In case of a vacancy on the Executive Council, the Executive Council shall appoint a replacement to serve until the next Annual Business Meeting.

In case of a Pastorate vacancy the Executive Council shall provide for supply pastors or an interim Pastor to serve until the Pastorate vacancy is filled

The Church Moderator (section 2) shall preside over meetings of the Executive Council and the Church Clerk (section 3) shall record minutes of the meeting. The Executive Council shall elect a Vice-Chairperson to act in the absence or the Moderator.

Section 2 – Moderator

The Moderator, a member of the Executive Council (section 1), shall be the head and presiding Officer at all Church Business Meetings (Article IV, sections 3,4,5) and with the Clerk (section 3) shall sign the minutes of all those meetings when approved and all other documents which require authentication.

The Moderator shall vote in Business Meetings only to break tie votes.

The Moderator shall be the presiding Officer of the Executive Council.

The Vice-Chairperson (section 1) of the Executive Council shall act in the absence of the Moderator.

Section 3 – Clerk

The Clerk, a member of the Executive Council (Article V, section 1), shall keep a record of the proceedings of all Business Meetings (Article IV, Sections 3,4,5) of

the Church. This record which shall be signed by the Clerk and the Moderator (section 2) shall stand as the official record following approval at a subsequent Business Meeting. Said record shall include all written reports submitted at the meetings. The Clerk shall also keep a record of the proceedings of meetings of the Executive Council.

The Clerk shall prepare notices of all Business Meetings (Article IV, sections 3,4,5) of the Church, causing it to be read from the Pulpit (Article IV, section 6) once on each of two (2) successive Sundays preceding such meetings.

The Clerk shall keep a record (Article II, section 1) of the Active, the Inactive Membership (Article II, section 6) and Memorial Roll (Article II, section 8) of the Church.

An Assistant Clerk may be appointed by the Clerk to serve in the absence of the Clerk and to assist the Clerk in carrying out the duties of the office.

Section 4 – Financial Secretary

The Financial Secretary shall keep a record of regular income of the Church and a report shall be made at each Regular Business Meeting (Article IV, sections 3,4) of the Church.

The Financial Secretary shall keep a record of the financial contributions and mail a semi-annual statement to all contributors who have made a pledge or who use church envelopes to identify their contributions.

The Financial Secretary shall report to and counsel with the Executive Council (Article V, section 1) on request.

The Financial Secretary shall hold all financial pledges made to any fund and the financial contributions of all Members in strict confidence. The Financial Secretary shall advise any person elected or appointed to assist with any financial responsibility associated with this office that: “Known pledges or financial contributions of any Member shall be held in strict confidence.”

The Financial Secretary shall be elected at the Annual Business Meeting (Article IV, section 3) of the Church for a one (1) year term, which may be renewed.

Section 5 – Treasurer

The Treasurer shall receive from the Financial Secretary (section 4) and have custody of all monies for the general expenses of the Church and shall pay out the same when duly authorized by the Board of Managers (Article VI, section 1) or the Executive Council (Article V, section 1).

The Treasurer shall keep an account of all receipts and expenditures and a detailed report shall be made at all regular Business Meetings (Article IV, sections 3,4) of the Church.

The Treasurer shall not be appointed or elected to serve on the Executive Council or the Board of Managers, however, shall counsel with them as requested.

The Treasurer shall be elected at the Annual Business Meeting of the Church (Article IV, section 3) for a one (1) year term that may be renewed.

Section 6 – The Benevolence/Mission Treasurer

The Benevolence/Mission Treasurer shall receive from the Financial Secretary (section 5) and have custody of all monies for the Benevolence Budget (Article VI, section 2) of the Church and shall pay out the same proportionately as designated by the approved budget.

The Benevolence Treasurer shall keep an account of all receipts and expenditures and a report shall be made at all Regular Business Meetings (Article IV, sections 3,4) of the Church.

The Benevolence/Mission Treasurer shall be appointed by the Board of Deacons (Article VI, section 2).

Section 7 – Church School Superintendent

The Church School Superintendent shall supervise the work of the entire Sunday Church School and shall be responsible to the Board of Christian Education (Article VI, section 3).

The Church School Superintendent shall meet with all teachers prior to the start of the new Sunday School year and present all programming, materials, etc. for that year. The Superintendent shall attend all regularly scheduled meetings of the Board of Christian Education and report on any concerns of the teachers. The Superintendent shall order all materials as directed by the Board of Christian Education.

The Church School Superintendent shall be appointed by the Board of Christian Education.

Section 8 – Head Usher

The Head Usher shall supervise all ushering at Church services and shall determine and keep a record of the attendance of the Sunday Church Service. It shall be the Head Usher's duty to observe when regularly attending Members are consistently not present and a report shall be made to the Pastor (Article III). New people attending Services shall be pointed out to the Deacons and/or other Members who shall welcome the newcomers to the Church. The Head Usher shall perform other duties as specified by the Board of Deacons (Article VI, section 2).

The Head Usher and optionally Assistant Ushers shall be appointed by the Board of Deacons. The Head Usher may appoint additional assistants as required

Section 9 – The Pulpit Committee

The Pulpit Committee shall interview and investigate the qualifications and capabilities of Pastoral Candidates and make recommendations to the Church for candidates to fill any Pastorate vacancy. The Executive Council (Article V, section 1) shall provide for supply pastors or an interim Pastor to serve until the Pastorate vacancy is filled.

The Pulpit Committee shall be composed of a minimum of five (5) Members of the Church and shall be elected at a church Business Meeting (Article IV, sections 3,4,5) at any time that a Pulpit vacancy occurs and they shall serve the Church until that vacancy is filled.

ARTICLE VI – BOARDS

Section 1 – Board of Managers

The Board of Managers shall be responsible to the Executive Council (Article V, section 1) for management of church property. Church property, shall be entrusted to them to manage and maintain in a manner to prevent deterioration, decay, and unsightly appearance and to protect that property with adequate insurance coverage (Fire, Liability, etc.).

The Board of Managers shall administer a Memorial Fund for gifts and bequests to the Church. They shall invest all funds given or bequeathed to the Church for endowment, paying particular attention to the terms of the gift or bequest as to any specifications of the use of the income

The Board of Managers shall have control of the income from the property, the revenue from any investments, and funds received for the general expenses of the Church. They shall be responsible for administering the same in accordance with the requirements of the approved budget for the support of the Church and for such other uses as the members of the Church, at a Business Meeting (Article IV, sections 3,4,5) thereof, shall authorize. They shall report to the Church at each regular Business Meeting and, as requested, at Executive Council meetings on the finances and the condition of the real and personal property.

The Board of Managers, shall keep a detailed record (minutes) of the proceedings of all Board of Managers meetings. A report shall be made to the Church at the Annual Business Meeting (Article IV, section 3) giving the balance and the total amount of the income and disbursements for each fund it administers, and a summary of the year's activities of the Board.

The Board of Managers shall administer a Building/Maintenance Fund. During any period should maintenance funds not be available for proper maintenance of the real or personal property or structures, a list of the maintenance deficiencies shall be placed on record in the minutes of the Board of Managers meetings and a full report on the noted deficiencies shall be made to the Executive Council. These deficiencies shall then be reported to the Church at each regular Business Meeting until the deficiency is corrected. In the event the deficiency is entirely due to insufficient funds, a detailed report shall be made to the Congregation and an appeal made for the Church to take appropriate action.

The Board of Managers shall recommend and request approval, by the Executive Council for any expenditure or investment in excess of \$5,000.00. For expenditures exceeding \$20,000 the Executive Council must get approval at a Business Meeting of the Church. The Board of Managers shall have authority to determine appropriate disposition for any sum of \$5,000.00 or less.

The Board of Managers shall prepare a proposed annual budget for the general expenses of the Church. Such proposed budget shall be submitted to the Executive Council, who may amend it for submission to the Annual Business Meeting for final adoption.

The Board of Managers shall consist of at least one member of the Executive Council and any additional members appointed by the Executive Council.

Section 2 – Board of Deacons

The Board of Deacons shall advise, assist and cooperate with the Pastor (Article III) in the spiritual activities of the Church, and shall make recommendations to the Pastor and to the Church concerning their views on such activities.

They shall make recommendations to the Church concerning the reception of new candidates for membership and/or Baptism (Article II, sections 1,2).

They shall make provisions for the observance of the Lord's Supper and for Baptism.

The Board of Deacons shall appoint a head usher and optionally assistant ushers (Article V, section 8).

They shall make provisions for the services of the Church in the temporary absence of the Pastor.

They shall prepare a proposed annual budget for Benevolence/Missions of the Church. Such proposed budget shall be submitted to the Executive Council who may amend it for submission to the Annual Business Meeting for final adoption.

Through collections at each regular observance of the Lord's supper, the Board of Deacons shall provide support to needy individuals, organizations that support the needy, and to programs sponsored by the Deacons. The Board of Deacons shall keep a record (minutes) of Deacons meetings and shall include a record of all income and disbursements in those minutes. A report shall be made to the Church at the Annual Business Meeting (Article IV, section 3) giving the balance and the total amount of the income and disbursements for each fund it administers, and a summary of the year's activities of the Board.

A report of activities of the Board shall be given at each regular Business Meeting (Article IV, sections 3,4) of the Church.

The Board of Deacons shall provide a means of influence and action in areas of moral, economic, civic, and social concerns at all levels of community life.

The Board of Deacons shall consist of at least one member of the Executive Council and any additional members appointed by the Executive Council.

Section 3 – Board of Christian Education

The Board of Christian Education shall supervise the educational activities of the Church. The Board may appoint a Church School Superintendent (Article V, section 7) and shall make the selection of the Church School teachers. The Board shall cooperate in the instruction and general administration of the Church School. The Board shall select and approve materials which promote the advancement of Christian Education in this Church.

The Board shall appoint, annually, Counselors as necessitated by the various activities of the organized Youth Groups..

The Board of Christian Education shall disburse for the educational program of this Church, both the monies set aside for this purpose and monies collected from Sunday School activities. The Board shall keep a record (minutes) of their meetings including a record of income and disbursements. A report shall be made to the Church at the Annual Business Meeting (Article IV, section 3) giving the total amount of income and disbursements and summarizing the year's activities.

A report of activities of the Board shall be given at each regular Business Meeting (Article IV, sections 3,4) of the Church.

The Board shall select or approve all candidates for camps, retreats, conventions, etc. who may receive Church aid.

The Board of Christian Education shall consist of at least one member of the Executive Council and any additional members appointed by the Executive Council.

Section 4 – The Music Committee

The Music Committee shall make arrangements for all music programs of the Church. They shall have charge of securing the services of an Organist and Choir Director, subject to the approval of the Executive Council (Article V, section 1). The Music Committee, the Choir Director, and the Organist shall have charge of the purchases of all choral supplies within the provisions of the Church Budget (Article VI, section 1).

The Music Committee shall consist of at least one member of the Executive Council any additional members appointed by the Executive Council.

Section 5 – The Nominating Committee

The Nominating Committee shall select the nominees for each vacant office to be filled at the Annual Business Meeting (Article IV, Section 3) except those offices, which are appointive. After having secured the consent of all nominees, the Committee shall post the names selected for each Office or Committee at least one (1) week prior to the Annual Business Meeting of the Church. The Committee shall report all names selected as nominees to offices in the Church at the Annual Business Meeting.

The Nominating Committee shall be composed of five (5) members appointed by the Executive Council (Article V, section 1).

Nominations may be made from the floor at the Annual Business Meeting for any elective office being vacated.

Section 6 – Special Committees

With the approval of the Executive Council (Article V, section 1) special Committees may be appointed as required. It shall be their duty to complete each assignment by making a full report to the initiating body.

ARTICLE VII – POLICIES AND PROCEDURES

The Church may adopt operating policies and procedures to provide rules and/or guidance regarding the actions of church bodies, officers, or members. Adoption, modification, or elimination of a church policy or procedure shall be considered an amendment to these Bylaws and shall be governed by Article XI (Amendments) of these

Bylaws. A list of policies and procedures adopted by the church shall be maintained in an Appendix to these Bylaws. Copies of these policies and procedures shall be maintained by the Church Clerk (Article V, section 3) and made available to the membership. Article VII shall not be construed to prevent any board, committee, or auxiliary organization from adopting policies or procedures for its own internal operations. In the event of conflict between adopted policies and procedures and the Church Constitution or Bylaws, The

order of precedence shall be Constitution, then bylaws, then policies, then procedures.

ARTICLE VIII – GENERAL REQUIREMENTS

Section 1 – Confidentiality of Financial Contributions

Any Member elected, appointed or otherwise associated with pledges or financial contributions to the Church for any of the various departments shall hold all information in strict confidence with the Financial Secretary (Article V, section 4) of the Church.

Section 2 – Voting Requirements

The lesser of 18 members or 20% of the active membership of the church shall constitute a quorum to transact business at all Business Meetings. For meetings of boards and committees a majority of the voting members of that body shall constitute a quorum. Qualified voters for Executive Council Members (Article V, section 1) shall be all persons of legal voting age whom have regularly worshipped with the Church. All Active Members of the Church and Congregation who are Sixteen (16) years of age and over and who have regularly worshipped with the church, shall be qualified voters at any corporate Business Meeting (Article IV, sections 3,4,5). However, individuals voting for Executive Council members must be of New York State legal voting age and non-members may not vote on matters of Membership. The voting eligibility of any individual may be denied by vote of the Executive Council when that individual is judged not to meet the intent of New York State legal requirements for attendance and support of The Church.

Section 3 – Disposal of Real Property

The disposal of any real or personal property requires the approval of the Executive Council (Article V, section 1). No real estate or buildings shall be sold or mortgaged without the consent of the Church at a Business Meeting. (Article IV, Sections 3,4,5).

Section 4 – Purchase of Supplies

It shall be the duty of all persons authorized by the Executive Council (Article V, section 1) or the Board of Managers (Article VI, section 1) to place orders for supplies or materials using the General Funds of the Church, to furnish a copy of said order to the Church Treasurer (Article V, section 5). In the event a verbal order is given to a supplier or contractor, a personal Memorandum shall be dated and signed listing the items or supplies ordered.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of “Robert’s Rule of Order Newly Revised” shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws or the Church Constitution.

ARTICLE X – AUXILIARY ORGANIZATIONS

The Church regards, as an integral part of itself, all organizations formed for the purpose of carrying out any of The Church activities. Failure to work in harmony with the Church shall be cause for disbanding an organization, by a two-thirds (2/3) vote at any Business Meeting (Article IV, sections 3,4,5) of The Church. Major organizations (such as American Baptist Women, American Baptist Men, American Baptist Youth, and any others determined by the Executive Council (Article V, section 1) may function under their own constitution and/or bylaws, and amendments thereto. Such constitutions and bylaws shall be consistent with The Church Constitution and Bylaws, and shall be subject to the approval of the Executive Council. Meetings of such organizations shall not be held in conflict with Regular Business Meetings (Article IV, sections 3,4) of the Church. Their chief officers must include members in good standing of The Church.

ARTICLE XI– AMENDMENTS

These Bylaws may be amended, modified, or rescinded at any Business Meeting (Article IV, sections 3,4,5) of the membership, provided that due notice is given that such action is to be introduced at such meeting. For purposes of this article, due notice may consist of (1) notice of the proposed amendment being given at the regular Business Meeting, next, preceding, or (2) written notice mailed to the active membership ten (10) days prior to the date of such a meeting, or (3) public announcement from the pulpit at each regular worship service on not less than two Sundays prior to the date of said meeting. Such action shall require the approval of a two-thirds (2/3) majority of those present and voting, provided there is a quorum present for the meetings (Article VIII, section 2).

APPENDIX –ADOPTED POLICIES AND PROCEDURES

Policy and Procedures on Harassment and Misconduct – dated 9/29/95

Together in Ministry (Practice) – prepared by the Ministers Council – 2001,
adopted 10/22/02