

Saint Luke's Lutheran Church *(founded 1850)*

Bylaws

(April, 2003)

Amended December 2006

Amended December 2011

Amended December 2016

Reviewed December 2021

B1. ELECTION OF CONGREGATION COUNCIL MEMBERS

- 1.01. All Congregation Council members who are currently serving shall continue in office until such date as their term would have expired if these bylaws had not been adopted.
- 1.02. The Congregation Council membership shall be consistent with the Constitution.
- 1.03. At the October meeting of the Congregation Council, the President shall appoint a nominating committee. The names of the nominating committee shall be announced at the Sunday service succeeding their appointment.
- 1.04. The nominating committee shall nominate two members for each office to be filled and shall report such nominations to the Congregation Council at its November meeting. The list of the candidates shall then be announced at the two Sunday services preceding the meeting of the Voting Members at which the election is to be held.
- 1.05. No person otherwise qualified shall be eligible for election to the Congregation Council unless he/she shall be nominated for such election by 1) the nominating committee appointed by the Congregation Council, or 2) in writing by at least four Voting Members in good standing as defined in C8.02c. Furthermore the nominees shall have consented before hand, and the written nomination with consent shall have been delivered to and left with the Secretary of the Congregation Council or the chairperson of the nominating committee at least twenty days before the date of the meeting at which the election is to take place.
- 1.06. The election shall take place at the annual corporate meeting of the Voting Members held in December, by secret ballot, and shall be determined by plurality. If a tie vote results, additional ballots shall

be taken until a majority decision has been reached. The President shall appoint at least two members to act as tellers.

- 1.07. No Voting Member shall be eligible to be elected or appointed as a member of the Congregation Council unless he/she shall have been a Voting Member in good standing for at least one year.
- 1.08. No voting member shall serve as a member of the Congregation Council for more than two consecutive terms, except if he/she has filled an unexpired term of another Council member, in which case he/she may serve a maximum total of seven years.
- 1.09. The Congregation Council and the Pastor(s) will review these Bylaws at least once every five years to assure that the procedures are current and relevant to the congregational membership. The Congregation Council will recommend appropriate amendments and resolutions to the Voters Assembly in order to modify these local Bylaws.

B2. DUTIES OF CONGREGATION COUNCIL MEMBERS

- B2.01 The Congregation Council shall divide itself into three equal working committees as follows:
 1. Pastoral Care
 2. Financial Management
 3. Property Management
- 2.02. **The Pastoral Care Committee** shall be co-chaired by the Vice President and the Assistant Secretary. It shall, together with the Pastor(s) have charge of all matters pertaining to the spiritual care of the congregation, the cultivation of harmony and charity among the members, the public conduct of all services of worship, and the promotion of the welfare of the congregation and Christ's Reign at home and abroad.
- 2.03. **The Financial Management Committee** shall be chaired by the Treasurer. It shall have custody and control of all revenues of the congregation and shall administer the same in accordance with the rules of the congregation and according to applicable resolutions of the Congregation Council or the Voting Members, for the support and maintenance of the congregation and the religious, charitable, benevolent, and educational activities conducted by the church. It shall manage the investment portfolio of the congregation, reporting on the status of the same at least annually to the Congregation Council. The annual budget shall be prepared by the Financial Management Committee for the approval of the Congregation Council.

- 2.04. **The Property Management Committee** shall be chaired by the Assistant Treasurer. It shall be responsible for the repair and maintenance of the congregation's physical properties and their contents. It shall submit a budget for the same annually to the Financial Management Committee for inclusion in the annual budget. It shall solicit bids for major repairs and submit recommendations for the same to the Congregation Council. It shall oversee the work of the church supervisors and any other employees hired for property maintenance.

B3. THE CONGREGATION COUNCIL

- B3.01 Regular meetings of the Congregation Council shall be the third Wednesday of each month except July and August when no regular meetings are held, unless the Congregation Council elects to hold its monthly meetings at a different time.
- B3.02. Vacancies – The Congregation Council, shall have the power to fill a vacancy in the Council until the next annual meeting of the Voting Members, at which time a successor the unexpired term shall be elected by the Voting Members.

B4. DUTIES OF OFFICERS

- B4.01 At its January meeting the Congregation Council shall elect from its membership a President, Vice President, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer, who shall serve as offices of the Congregation, and of the Congregation Council for one year or until their successors are elected and installed. The election of officers shall be by simple majority. Each officer may serve up to two consecutive terms in the same office.
- B4.02. The President shall be the executive officer of the congregation. He/she shall preside at all meetings of the Voting Members, and the Congregation Council. He/she shall enforce the constitution and bylaws and otherwise perform the duties as they pertain to the office.
- B4.03. The Vice President shall assist the President. In the absence of the President or in the event of the President's inability to function, the Vice President shall act for and in the stead of the President. In addition, the Vice President shall chair the Pastoral Care Committee.
- B4.04. The Secretary shall faithfully keep and sign the minutes of all meetings of the Voting Members, the Congregation Council and enter them into a permanent record. He/she shall also conduct all

authorized correspondence and issue all official notifications, including notices of meetings, shall have custody of the seal, books, the official copy of the constitution and bylaws, and other documents and papers at all elections to establish the eligibility of the Voting Members, and certify the results of elections. In general he/she shall discharge all other duties pertaining to his/her office or delegated to him/her.

B4.05. **The Assistant Secretary** shall assist the Secretary in the performance of his/her duties and shall act for and in the stead of the Secretary in his/her absence.

B4.06. **The Treasurer** shall oversee all monies of the congregation, keep a correct and true account of all transactions, have custody of all funds and pay all bills and indebtedness of the congregation when properly authorized. All funds are to be deposited in the name of the congregation in a bank or banks duly designated by the Congregation Council. Such funds shall be subject to withdrawal for congregational and authorized purposes by check signed by the officer or officers designated by the Congregation Council. The Treasurer shall render a report of all receipts and disbursements in all regular meetings of the Voting Members and of the Congregation Council. He/she shall also make available to all communicant members a detailed report covering the financial operations of the church during each fiscal year. The Treasurer shall also chair the Financial Management Committee.

B4.07. **The Assistant Treasurer** shall assist the Treasurer in the performance of his/her duties and shall act for and in the stead of the Treasurer in his/her absence. The Assistant Treasurer shall also chair the Property Management Committee.

B4.08. **Books of the Officers** – The books of the Secretary and the Treasurer shall be and remain the property of the congregation. The books of the Treasurer shall be audited at least once a year by the Auditing committee or by an independent accounting firm appointed by the President with the approval of the Congregation Council.

B5. MEMBERS

B5.01. Confirmed Members: The Pastor shall annually review the roster of confirmed members to recommend persons who should be removed from membership, are members in absentia, or are associate members. Persons may be removed from membership due to (1) non-attendance, or (2) non-contributor status.

B5.02 Voting Members:

B5.02a. Eligibility: The Pastor shall annually review the roster of voting members to recommend persons who should be removed from voting membership. Persons may be removed from membership due to (1) non-attendance, or (2) non-contributor status.

B5.02b. Ineligibility: After consultation with the Pastor and Treasurer, the President shall bring to the attention of the Congregation Council the names of Voting Members(s) who:

1. neglect to attend Church Services regularly,
2. neglect to manifest a Christian life,
3. is no longer a regular contributor,
4. has not attended two consecutive Voters' meetings without prior notice.

The Pastoral Care Committee in consultation with the Pastor shall contact the individual(s) to encourage resumptions of activity. If the person(s) is/are no longer interested, the Secretary shall be authorized by the Voting Members to remove the name of such person(s) from the current list of Voting Members, and record such removal into the minutes of the Voters Meeting. Should such person(s) desire to be reinstated at some future date, this privilege shall be extended as long as he/she meets all the eligibility requirements as stated in these continuing resolutions.

B6. MEETINGS OF THE VOTING MEMBERS

B6.01 Annual Meeting

The annual corporate meeting of the Voting Members shall be held on the first Sunday of December of each year or on such other date in December as the Congregation Council shall designate. Notice of such meeting shall be given in accordance with the bylaws.

B6.02 Notice of Meetings

The Secretary shall give notice to all Voting Members of the time and place of each meeting. Special meetings may be called by the President or the Congregation Council on its own motion. A special meeting must be called by the President on the written request of at least (10) qualified Voting Members. Notice of the time and place of a special meeting and of the

business to be transacted shall be given in writing or at a Sunday service preceding such meeting.

B6.03 Quorum

A Quorum of any meeting of the Voting members shall consist of at least thirty percent (30%) of such members, at least (15) in number, and any action shall be decided by a majority of the Voting members present at such meetings.

B7. STANDING COMMITTEES

The Congregation Council shall from time to time appoint such standing committees as it deems necessary for the furtherance of the work of the congregation.