

Bylaws

Of

Central Lutheran Church,

Inc

An Arizona non-profit

Corporation

(Adopted -)

I. ORGANIZATIONALSTRUCTURE:

A.) Recognizing that the ultimate authority of the corporation is vested in the congregation, the congregation adopts the following organizational structure

and outline of delegated authority and accountability:

1.) Congregation

a.) Organizations, committees, groups, ministries, taskforces, and teams shall be created under the authority of the Congregation Council and report to the Congregation Council.

b.) Congregation Council elected by and report to the Congregation.

2.) Congregation Council

a.) Congregation Council Officers are elected by and report to the Congregation Council.

b.) Committees/teams/taskforces appointed by and report to the Congregation Council, as needed may include:

i.) Worship

- ii.) Fellowship
 - iii.) Music
 - iv.) Outreach (including social concerns, new members, member retention, evangelism, member wellness and volunteer coordinating activities.)
 - v.) Stewardship (including budget, finance, and financial secretary functions.)
 - vi.) Education and Youth
 - vii.) Property
 - viii.) Audit.
- c.) Church Staff appointed by and report to the Congregation Council.
- B.) All organizations, Congregation Council members, officers, committee members, staff members and group members within this organizational structure shall strive actively to uphold, support, and practice the Confession of Faith as described in the Constitution and to uphold and support the Congregation's affiliation with the Evangelical Lutheran Church in America.

II. **MEMBERSHIP:**

For the purpose of Article 8.05(e) of the Constitution, the term 'inactive member' is defined as one who expresses a decision not to maintain an active membership with the congregation, by not participating in worship or church activities, not communing and not contributing financially to the Congregation. Before an inactive member is removed from the membership roll, he or she shall be contacted and visited by the Pastor or an outreach Committee Member to verify his or her membership concerns and wishes or requires a letter of transfer.

III. **ANNUAL CONGREGATIONAL MEETING:**

The annual meeting of the Congregation shall be held in January of each year at a date and time set by the Congregation Council.

IV. **OFFICERS AND RESPONSIBILITIES:**

A. The duties of the officers shall be as follows:

1. President: The President shall preside at all meetings of the Congregation and Congregation Council, shall lead the Congregation Council in fulfilling its duties as proscribed by the Constitution and the Congregation, shall encourage, and support the functioning of Committees of the Congregation Council and shall perform such other duties as appointed by the Congregation or Congregation Council.
2. Vice-President: The Vice-President shall perform the duties of the President in the absence of the President, shall support and assist the President in overseeing the functioning of Committees of the Congregation Council and shall perform such other duties as appointed by the Congregation or Congregation Council.
3. The Secretary shall be responsible for maintaining all records of the Congregation, for updating and maintaining current copies of the Constitution and Bylaws as amended, for taking and keeping complete and accurate minutes of all meetings of the Congregation and Congregation Council, for conducting and keeping records of all correspondence of the Congregation and Congregation Council under the direction of the President. Present regular reports to the Congregation and Congregation Council of their respective meetings and perform such other duties as appointed by the

Congregation and Congregation Council. The Secretary shall preside at any meeting of the Congregation or Congregation Council at which the President and Vice-President are both absent.

4. Treasurer: The Treasurer shall keep complete and accurate records of all receipts of the Congregation, pay the bills of the Congregation within the budget guidelines approved by the Congregation, keep all other financial and budget records required of the Congregation, prepare monthly reports for meetings of the Congregation Council and provide copies of those reports to each Committee of the Congregation Council, prepare reports for meetings of the Congregation, present all financial records to the Audit Committee for review, and perform such other duties as required by the Congregation or Congregation Council. The Treasurer may be required to qualify for a fidelity bond.

The Treasurer shall preside at any meeting of the Congregation or Congregation Council at which the President, Vice-President and Secretary are all absent.

No person may be elected as Treasurer for more than five (5) consecutive two-year terms.

- B. The Congregation Council may appoint such other officers or assistants as it deems appropriate; however, no such officer or assistant shall be entitled to vote on any matter presented to the Congregation Council unless such officer or assistant is also a Congregation Council member.

V. **COMMITTEES OF THE CONGREGATION COUNCIL:**

The provisions of this Article apply to Committees created by and accountable to the Congregation Council.

- A. Each committee may include at least one Congregation Council member as appointed by the Congregation Council, who shall attend committee meetings and functions and participate in committee activities, who may vote on committee matters and who shall serve as a liaison between the Congregation Council and the Committee. Each Committee shall prepare budget requests for its functions and present them to the Congregation Council for review. The Chairperson of each Committee shall be authorized to make purchases and incur expenses necessary to fulfill that Committee's function within the budget guidelines approved by the Congregation.
- B. Each Committee shall prepare budget requests for its functions and present them to the Congregation Council for review. The Chairperson of each committee shall be authorized to make purchases and incur expenses necessary to fulfill that Committee's function within the budget guidelines approved by the Congregation. The Chairperson will present all receipts to the treasurer for reimbursement following IRS guidelines for reimbursement of expenses.
- C. Each Committee shall present monthly reports of its activities to the Congregation Council.
- D. The Pastor, Congregation Council, Officers, and each Committee shall meet to review and revise the mission statement of Central Lutheran Church, establish Church and Committee goals for the ensuing year within the parameters of that mission statement, and

review and establish the specific purpose, function and duties of each Committee for the ensuing year. A report of the meetings shall be provided to the Pastor, and to each Congregation Council member, Officer and Committee member, and such report shall be used as a guideline to assist each person in fulfilling his or her role and duties.

- E. Each Committee shall perform such other duties as appointed by the Congregation Council.
- F. All Committee Chairpersons shall meet as a group at least once annually to coordinate church functions, activities, and programs.

VI. **MISCELLANEOUS PROVISIONS:**

- A. In the event that any provision of these Bylaws conflicts with the Constitution, then the Constitution shall prevail.
- B. These Bylaws may be amended as prescribed by the Constitution.