

ARTICLE I NAME

The name of this church shall be the CONGREGATIONAL CHURCH OF CHRISTIAN FELLOWSHIP, UNITED CHURCH OF CHRIST, Los Angeles, California. The first church worship service was held on December 9, 1945.

ARTICLE II SEAL

The corporation shall have a common seal whereon shall be engraved the words, "Congregational Church of Christian Fellowship, United Church of Christ, Los Angeles, California, Incorporated October 27, 1957." The Custodian of Records shall be the keeper of the seal.

ARTICLE III PURPOSE

The avowed purpose of this church shall be to worship God, to preach and teach the gospel of Jesus Christ, to celebrate the sacraments, to realize Christian Fellowship and unity within this church and the church globally, to render loving service toward humanity, and to strive for righteousness, justice and peace.

ARTICLE IV POLITY

Section 1. The government of this church shall be led by the Pastor, officers and active members, who shall exercise all of the rights of control in all of its affairs.

Section 2. While this church is not obligated to any ecclesiastical body, it accepts the obligation of mutual counsel, comity and cooperation involved in the free fellowship of the United Church of Christ, and declares its purpose to share some of its common aims and works.

ARTICLE V FAITH AND COVENANT

FAITH: This church acknowledges as its sole head, Jesus Christ, Son of God and our Savior. It acknowledges as brothers and sisters in Christ all who share in this confession. It looks to the Word of God in the Scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It claims as its own the faith of the historic church expressed in the ancient creeds and reclaimed in the basic insights of Protestant Reformers. It affirms the responsibility of the church on each generation to make this faith its own. In accordance with the teaching of our Lord and the practice prevailing among evangelical Christians, it recognizes two Sacraments: Baptism and the Lord's Supper or Holy Communion.

STATEMENT OF FAITH

We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds we testify:

You call the worlds into being,
create persons in your own image,
and set before each one the ways of life
and death.

You seek in holy love to save all people from aimlessness and sin.

You judge people and nations by your righteous will be declared
through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Savior,
you have come to us
and shared our common lot,
conquering sin and death
and reconciling the world to yourself

You bestow upon us your Holy Spirit,
creating and renewing the church of Jesus
Christ, binding in covenant faithful people
of all ages, tongues, and races.

You call us into your church

to accept the cost and joy of discipleship,
to be your servants in the service of
others, to proclaim the Gospel to all the
world and resist the powers of evil,
to share in Christ's baptism and eat at his
table, to join him in his passion and victory.

You promise to all who trust you

forgiveness of sins and fullness of grace,
courage in the struggle for justice and
peace, your presence in trial and
rejoicing, and eternal life in your realm
which has no end.

Blessing and honor, glory and power be unto our God. Amen.

Covenant: We covenant one with another to seek and respond to the word and will of God. We propose to walk together in the ways of the Lord, made known and to be made known to us. We hold it to be the mission of the church to witness to the Gospel of Jesus Christ in all the world, while worshipping God, and striving for truth, justice and peace. As did our fore-parents, we depend on the Holy Spirit to lead and empower us. We pray for the coming of the kingdom of God, and we look with faith toward the triumph of righteousness and eternal life.

ARTICLE VI MEMBERSHIP

Section 1. Membership in this church shall be open to any person who has confessed faith in Jesus Christ as Lord and Savior and has been christened, baptized or confirmed or has confessed faith in Jesus Christ as Lord and Savior. Membership is open to all without discrimination.

Section 2. Active members shall:

- a) Attend worship service of the church and the celebration of the Lord's Supper.

- b) Share in the life and work of the church by participating in events, committees, boards and organizations as well as partake in Bible Study and Prayer meetings.
- c) Contribute to its financial operations and maintain membership by paying the annual per capita and initial offering at the beginning of the year.
- d) Seek diligently the spiritual welfare of the membership and the community.
- e) Complete and turn-in current membership Census Form, for the church records.

Section 3. Reception of Members: Persons to be officially received into membership of the church will have:

- a) Indicated a desire for membership by presenting themselves before the church at any service, or
- b) Presented a satisfactory letter of transfer from another church, or
- c) Been received by the Minister or the Board of Spiritual Welfare and Evangelism, acting on behalf of the church.

Section 4. Termination of Membership: Any member may, on his/her own request, be granted a letter of transfer or withdrawal.

Section 5. Restoration of Membership: Any person who would like to reactivate their membership and rejoin the church may be restored to active status by recommendation of the Board of Spiritual Welfare, and or by his/her reaffirmation to become an active member according to Article VI, Sections 2 and 3.

ARTICLE VII GOVERNING BODY

The governing body of this church shall be the membership assembled in official church meetings. The vote of a majority of the active members present at the meeting shall be the action of the church. A quorum shall consist of 15% of active members 18 years of age or older. This quorum must be maintained for official decisions.

ARTICLE VIII CHURCH COUNCIL

Section 1. Purpose: The council shall be the policy-making body and shall transact the business of the church. All acts and deliberations of the Council are subject to the will of and revision by the governing body.

Section 2. Membership: The Church Council shall consist of the Pastor, Moderator, Assistant Moderator, Clerk, Treasurer, Financial Secretary, Parliamentarian, Custodian of Records, , and the Chairperson from each of the official boards of the church: Spiritual Welfare and Evangelism, Christian Education, Public Relations, Trustees, Stewardship, World Service; Presidents of any active and recognized group and three (3) Members-At-Large from the governing body. .

- a. In addition to these, the Church Council may invite to its meetings any member of the staff and the representative of an organization of the church whose counsel it may need in consideration of the business. These shall not be entitled to vote. The Church Council is open to all church members and they shall have voice without vote.
- b. Any member may present to the Council a concern for consideration. In the case of a petition by ten (10) members, the Council must set a date for a church meeting immediately.
- c. The Church Council will meet on a monthly basis. Time and date will be determined by the Church Council.

Section 3. Authority: Subject to the provision of other articles of this constitution, the Church Council shall act for the church and shall be vested with such powers for and on behalf of the church that are not otherwise vested in other boards. It shall be the function of the Church Council to visualize the entire task of the church, to give general direction of its activities and to guide in the formulation and execution of an effective program. Any event or activity that requires an expenditure of funds from the church must be presented to the Council with a budget for approval.

Policies approved by the Church Council shall be dated and signed and included in the Moderator's files along with the minutes of the Church Council meetings. This information shall be accessible to all concerned members.

The Church Council will review and consider petitions for the formulation of any new group. The Church Council will direct the new group to one of the official boards, as appropriate.

Section 4. Calendar:

The Church Council shall be responsible for establishing the church calendar. It shall act to coordinate church functions, and reserve to itself any responsibility not assigned to some other board.

Section 5. Church Budget:

- a. The Financial Secretary shall receive the recommendations of the boards and fellowship groups for the budget and shall present them to the Finance Committee who will prepare the annual budget.
- b. The Board of Trustees shall receive the first draft of the budget as presented by the Treasurer. These recommendations will then be presented to the Church Council, and after any necessary changes will be presented to the congregation at the annual meeting by the Treasurer.
- c. The Pastor and the Board of Trustees shall receive and consider recommendations for all non-budgeted items in excess of five hundred dollars. The Board of Trustees shall make a report of its recommendation to the Church Council. The Church Council

shall make its recommendation to the congregation for final action.

Section 6. Conference Committees: The Church Council shall name members of the church as representatives to the various associations, conferences, and national meetings to which local churches are expected to send delegates.

Section 7. Employees: Subject to the provisions of other articles in this constitution, in consultation with the Moderator with the Chair of the Board of Trustees, shall be responsible for all paid employees of the church. In case of a vacancy in any staff position, it shall take such actions as it may deem proper with the approval of the Church Council.

Section 8. Executive Committee:

a. The Moderator shall serve as Chairperson of the Church Council and the Clerk will serve as the Secretary. The Church Council shall meet on a monthly basis.

b. The Executive Committee of the Church Council shall consist of the Pastor, Moderator, Assistant Moderator, Clerk, Financial Secretary, Treasurer and Chairpersons of the Boards of Trustees and Spiritual Welfare and Evangelism. This committee shall act for the Church Council at the discretion of the Pastor or Moderator. All acts and deliberations of the Executive Committee are subject to the will of and revision by the governing body of the Congregation.

ARTICLE IX OFFICERS

The officers of the church shall consist of the clergy and elected lay officers. Any active member of the church is eligible to serve as a lay officer. The clergy shall be the Pastor, Associate or Assistant Pastor, and Director of Religious Education. The elected lay officers shall be the Moderator, Assistant Moderator, Clerk, Financial Secretary, Treasurer, Custodian of Records, and Parliamentarian. Only persons serving on the Executive Committee of the Church Council may execute documents obligating the church.

These officers are charged with implementing the programs of this church.

Section 1. Pastor: The Pastor, when duly elected and installed, shall have charge of the preaching and teaching; leading worship and administering the sacraments and rites of the church; caring for people in need; and working in the community, denomination and ecumenical settings. He/She shall provide leadership for all activities of the church in cooperation with the various boards and committees and is ex-officio member of all boards, committees and official bodies of the church.

When a vacancy occurs in the pastorate, the Church Council shall convene for the purpose of a minimum of five individual members may request redress in a grievance concerning the Pastor by establishing a Pulpit Search Committee. The Pulpit Search Committee, with the cooperation of the Conference Minister and others, shall make a canvas of available ministers and agree upon the one who should be called to the pastorate and introduce him/her to the church. The Minister shall be called for an indefinite time by a majority of the active members assembled for that purpose. A letter of call outlining the objectives of this mutual ministry and a contract governing the relations between the Minister and the church shall be signed by the Minister and representatives of the church (Moderator and Chairman of the Board of Trustees).

When a Minister has been called and has accepted the call, the churches in the vicinity shall be invited to sit as Ecclesiastical Council for the purpose of installing or recognizing him/her in accordance with established practice. At his/her first opportunity, the Minister shall become a member of the church. If an agreement cannot be reached, the matter shall be referred to the Church Council for further deliberation and discussion, and if not resolved the Council shall set a date for an immediate congregational meeting.

While the term of the Minister shall be indefinite, the church may, at any time by a majority vote of active members at a specific meeting called for that purpose, request his/her resignation. This request for resignation is a notice of termination of pastoral relations with the Minister, and Conference shall be so notified. Following a request for resignation the pulpit shall be declared vacant.

Failure to vacate the pulpit as requested will result in the forfeiture of severance benefits as described in the contract between the Minister and the church, including salary, housing, pension, and insurance.

In case of either immoral conduct, or arrest and conviction, or disregard for the laws of the State of California and the United States, and/ or loss of standing with the church conference, relations between the Minister and the church shall cease at once by authorization of the Board of Spiritual Welfare and shall be followed by an immediate emergency congregational meeting. If the congregation votes for dismissal the Conference shall be notified.

Section 2. Associate or Assistant Minister: The church may at its discretion choose an associate or an assistant to the Minister. Selection and termination of services shall follow the same procedures as outlined for the Minister.

Section 3. Director of Religious Education: The church may at its discretion choose a Director of Religious Education who may be an associate or assistant to the Minister, selected and terminated in the same manner as the Minister and who shall initiate and supervise plans for the religious education work of the church, including the church school and related youth activities under the guidance and supervision of the Minister and the Board of Christian Education.

Section 4. Moderator: The Moderator shall be elected at the annual meeting for a term of two years and thereafter shall be eligible to succeed himself/herself for one consecutive term. Upon completion of the term or terms, the Moderator is ineligible for one year. A member elected to this office shall have been an active member of this church for at least five years and chair of a church board. The Moderator shall act as the lay leader of the church. He/She shall work with the Minister and congregation in the interest of the total church and try at all times to promote the program and policies thereof. He/She shall appoint committees of the Council subject to Council approval.

He/She shall be ex-officio member of all boards and official bodies and shall be free to attend such of these meetings as he/she finds practical so that he/she can keep abreast of church activities.

Section 6. Vice Moderator: The Vice Moderator shall be elected at the annual meeting for a term of two years and shall thereafter be eligible to succeed himself/herself for one consecutive term. A member elected to this office shall have been an active member of this church for at least three years and chair of a church board. Upon completion of the term or terms, the Assistant Moderator is ineligible for one year. He/She shall serve in the absence of or at the request of the Moderator.

Section 7. Clerk: The Clerk shall be elected at the annual meeting for a term of two years and shall thereafter be eligible to succeed himself/herself for one consecutive term. Upon completion of the term or terms, the Clerk is ineligible for one year. The Clerk shall keep an accurate record of the proceedings of the church meetings and of the Church Council of which he/she shall be Secretary.

He/she shall preserve on file all communications and written official reports, shall notify all persons elected to office, give legal notices, including agenda when such notices are necessary and perform all duties required or usually pertained to office of Clerk.

Section 8. Financial Secretary: A member elected to this office shall have been an active member of this church for at least two years. The Financial Secretary shall be elected at the annual meeting a term of two years and shall thereafter be eligible to succeed himself/herself for one consecutive term. Upon completion of term or terms, the Financial Secretary is ineligible for one year.

The Financial Secretary shall be the general accountant of the church. He/She shall have some financial background in maintaining financial records.

He/She shall see that a complete set of records shall be available at all times, the financial conditions of the church, the state of each fund, the source from which all money was derived and for what purpose all money was spent. The Financial Secretary shall report to the Trustee Board and the Church Council monthly the condition of each fund. He/She shall keep a comprehensive file of vouchers indicating all expenditures of the church and shall make other special reports as requested by the Church Council. Vouchers can be discarded after seven (7) years or in accordance with IRS regulations. He/She shall, provide

materials to the Board of Trustees for the audit of books. A general report of all records, funds and securities shall be made at the quarterly and annual meetings.

He/She shall be Chairperson of the Finance and Budget Committees of the church. He/She shall have direct charge over its assemblage and shall make the first draft report of the budget to the Church Council and its findings shall be reported to the Board of Trustees. He/She shall be ex-officio member of the Board of Trustees. The Financial Secretary shall work closely with the Treasurer.

Section 9. Treasurer: A member elected to this office shall have been an active member of this church for at least two years. The Treasurer shall be elected at the annual meeting for a term of two years and shall thereafter be eligible to succeed himself/herself for one consecutive term. Upon completion of the term or terms, the Treasurer is ineligible for one year.

He/She shall have some financial background in maintaining financial records.

He/She shall pay all bills and disburse all funds authorized by the Board of Trustees, according to payment schedule and shall co-sign checks with either the Financial Secretary, Assistant Financial Secretary or the Chairperson of the Board of Trustees.

The Treasurer shall keep a record of all categorical collections and shall notify monthly all church boards and chairpersons of special projects of funds so designated. He/She shall attend the Board of Trustees, Church Council, quarterly and annual meetings.

The Treasurer shall maintain accounting records adequate for budget control and shall manage cash to assure its availability in order to meet obligations and accomplish program goals.

He/She shall be a member of the Finance and Budget Committees of the church and shall be ex-officio member of the Board of Trustees with voice and vote. The Treasurer will work closely with the Financial Secretary.

Section 10. Parliamentarian: The Parliamentarian shall be elected at the annual meeting for a term of two years and shall thereafter be eligible to succeed himself/herself for one consecutive term. Upon completion of the term or terms, the Parliamentarian is ineligible for one year. He/She shall assist the Minister and Moderator in the conduct of all business meetings in accordance with the constitution of the church and Robert's Rules of Order.

ARTICLE X BOARDS

The Boards of this church are as follows:

- Board of Spiritual Welfare
- Board of Christian Education
- Board of Trustees
- Board of Public Relations
- Board of Stewardship
- Board of Ushers and Greeters
- Board of World Service

These boards are charged with implementing the programs of this church in accordance with the Constitution & Bylaws. The boards shall conduct business within the confines of their approved budgets.

Section 1. Board of Spiritual Welfare and Evangelism (BOSWE): The Board of Spiritual Welfare and Evangelism shall consist of a minimum of ten members to serve for a term of two years. After serving two terms, thereafter, a member of the board shall be ineligible for one year.

This board shall be under the direction of the church and shall assist in ministering to the spiritual needs of the individual members. It shall provide for the care of equipment used in the celebration of the Lord's Supper and the preparation of the symbols used in that observance, assisting the Minister in its administration. Only members and former members of this board shall serve Communion.

It shall perform the duties assigned to this board in Articles VI, Sections 3, 4, 5, and 6 and Article X, Section 1 of this constitution; shall cooperate

with the Minister to arrange visitation to members, and shall act as Advisory Council to the Minister and the church in all concerns of its spiritual life and work and to such organizations as may be established for work among the members of the church.

This board in consultation with the Pastor shall provide guidance in such matters as worship and music, including the choir. The board shall select and provide training when necessary for Lay Readers.

It shall keep or cause to be kept in the church with dates and modes of reception and removal. An annual report of membership shall be completed 15 days after the third quarterly meeting of the church and be presented to the Church Clerk. It shall maintain a record of baptisms, funerals, and marriages held. In the absence of a Minister(s), this board shall fill the short-term vacancy with an Interim Minister. It shall receive petitions regarding the Minister as outlined in Article IX, Section 1 of this constitution.

This board shall elect its own officers, determine its own mode of procedure and meet monthly and when necessary. To be eligible to hold the position of chair, he/she must have been a member of the board for at least one year. The BOSWE shall submit an annual budget to reflect the proposed expenditures of allocated funds.

The Chairperson shall be its representative to the Church Council.

Section 2. Board of Christian Education: The Board of Christian Education shall consist of a minimum of five (5) members to server for a term of two years. After serving two terms, a member of the board shall be ineligible for one year.

This board shall be under the direction of the church and shall establish the philosophy of Christian Education governing the program of growth of individuals as included in the church school, pre-school, weekday religious education and young people's organizations.

This board shall prepare recommendations concerning income and disbursements anticipated for its program and shall present these to the Church Council for inclusion in the annual budget.

The Board of Christian Education shall be the liaison between the youth organizations of the United Church of Christ and the church.

This board shall elect its own officers, determine its own mode of procedures and meet at such times as it may provide. It shall submit an annual budget. The Chairperson shall be its representative to the Church Council.

Section 3. Board of Public Relations: The Board of Public Relations shall consist of adequate number of members to server for a term of two years and shall thereafter be eligible to succeed himself/herself for one consecutive term. After serving two terms, thereafter, a member of the board shall be ineligible for one year.

This board shall plan and prepare suitable means for publicizing the work and activities of the church and its various organizations. It may publish a newsletter, issue articles for newspapers, design advertisements, prepare brochures or souvenir booklets of the church and employ other avenues of communication such as all electronic media, telephone, radio, television, pictures, and the like to give information. All communication must be approved by the Minister and the Moderator before distribution.

It shall submit an annual budget.

This board shall elect its own officers, determine its own mode of procedures and meet at such times as it may provide. This board shall act as a consultant and resource for promotional purposes to all boards and committees.

The Chairperson shall be its representative to the Church Council.

Section 4. Board of Trustees: The Board of Trustees shall consist of adequate number of members to serve for a term of two years and shall thereafter be eligible to succeed himself/herself for one consecutive term. After serving two terms, thereafter, a member of the board shall be ineligible for one year. A member elected to this board shall have been an active member of this church for at least two years. The Treasurer and Financial Secretary and shall be ex-officio members with voice and vote.

Under the direction of the church and except as otherwise provided, the Board of Trustees shall have the responsibility for the care and custody of the property of the church. The board is responsible for payment of all debts of the church, always subject to regulations prescribed by the laws of the state. It shall be responsible for the collection, counting and banking of all church funds.

The Board of Trustees shall receive the first draft of the budget as presented by the Financial Secretary. Their recommendations will then be presented to the Council and, after any necessary changes, will be presented to the congregation at the annual meeting by the Financial Secretary. In accordance with the provisions of the budget as approved by the church, it shall provide for the approval and payment of all disbursements.

The Board of Trustees shall appoint or engage an auditor to examine the financial records of the church periodically as reported by the Treasurer and at such times during the year as the Church Council shall direct.

This board shall have no power to negotiate, buy, sell, mortgage, lease, transfer or alter property without specific authority of a majority vote by the active members of the church present at an official meeting. All non-budgeted items above \$1,000 shall require Council approval.

The board shall elect its own officers, determine its own mode of procedures and meet monthly and at other such times as it deems necessary.

The Chairperson of the Board of Trustees shall be its representative to the Church Council.

The Chairperson of the Board of Trustees is a member of the Budget and Finance Committees of the church.

Section 5. Board of Stewardship: The Board of Stewardship shall consist of adequate number of members to server for a term of two years and shall thereafter be eligible to succeed himself/herself for one consecutive term. After serving two terms, thereafter, a member of the board shall be ineligible for one year.

The board shall be responsible for major special giving projects of the church and shall determine ways and means for raising the necessary funds to meet expenses. It shall conduct or cause to be conducted an annual Christian Enlistment Campaign, whereby the annual budget of the church shall be underwritten.

It will be the responsibility of this board to make contact with every new member to promote stewardship education.

This board shall elect its own officers, determine its own mode of procedures and meet at such times as it may provide. The Chairperson will serve on the Budget Committee

Section 6. Board of World Service: The Board of World Service shall consist of adequate number of members to server for a term of two years and shall thereafter be eligible to succeed himself/herself for one consecutive term. After serving two terms, thereafter, a member of the board shall be ineligible for one year.

This board shall have charge of the mission fund plans of the church, shall prepare a proposed annual budget of world service, and shall present this to the Church Council for their approval.

This board shall recommend prepare and/or conduct such programs as it may deem desirable to promote active interest in the world service of the church. It shall include plans for education in the field of social welfare and shall encourage the cooperation of this church with the Council for Social Action, United Church of Christ and related agencies. It shall seek to encourage systematic giving and loyal support of the church's benevolent projects and to inculcate the ideals of Christian stewardship.

This board shall elect its own officers, determine its own mode of procedure and meet at such times as it may provide.

The Chairperson shall be its representative to the Church Council.

Section 7. Board of Ushers and Greeters: The Board of Ushers and Greeters shall consist of adequate number of members to serve for a term of two years and shall thereafter be eligible to succeed

himself/herself for one consecutive term. After serving two terms, thereafter, a member of the board shall be ineligible for one year.

The Ushers will be responsible for collecting the offering during the service. They are responsible for escorting individuals to their seats if the service is in progress and maintaining a count of attendees at each service (Information is posted in the closet in the Narthex).

Greeters are responsible for welcoming members and visitors and a bulletin to each attendee. The Greeters may be called upon to serve at church related special events.

This board shall elect its own officers, determine its own mode of procedure and meet at such times as it may provide. The Chairperson of the Board of Ushers and Greeters shall be its representative to the Church Council.

ARTICLE XI COMMITTEES

Section 1. Committees shall be established for specific functions and activities of the church. Chairpersons and members shall be named by the Pastor and/or the Moderator and approved by the Church Council.

Section 2. It shall be the duty of all Chairpersons to inform the Church Council of plans and secure approval of special activities before implementation, publication, and announcement. All special activities should be financially self-sufficient.

Section 3. Final committee reports must be submitted to the Council in writing within thirty (30) days after the activity.

Section 4: The above guidelines shall apply to all boards and organizations.

ARTICLE XII - ELECTION OF OFFICERS AND BOARD MEMBERS

An election shall be held in the beginning of each year. Officers elected at this time shall be installed within two weeks. Vacancies occurring subsequent to the general election shall be filled as necessary by the Moderator with confirmation by the Church Council.

Section 1. Nominating Committee: The Nominating Committee shall consist of no more than seven (7) members who shall be appointed by the Moderator with the assistance of the Church Council. The responsibility of this committee shall be to nominate eligible candidates from the active membership list and prepare a ballot for presentation to the voting body for the election of officers and members of boards. This committee shall submit its findings to the Pastor and the Church Council and will publish the slate in the church bulletin at least two weeks prior to the election. It shall prepare ballots for elections.

Section 2. Election Committee

- a) An Election Committee consisting of no more than five persons shall be appointed by the Moderator.
- b) The duties of this committee shall be to distribute the ballots to eligible members supplied by the Nominating Committee and to collect, tally and certify said ballots and report the results to the general body. A written report of the status of all officers and board members shall be presented to the Council. The Church Clerk shall retain these ballots for at least six (6) months.

Section 3. Removal of Officers and Board Members: Upon recommendation of the Church Council or the board concerned, an officer or board member may be removed from office by the congregation for malfeasance, nonfeasance or misfeasance.

ARTICLE XIII CHURCH MEETINGS

Section 1. Worship: Services for worship, for the celebration of the Lord's Supper, for the administration of baptism, and for other purposes of inspiration and prayers shall be held at times to be arranged by the Pastor with the assistance of the Board of Spiritual Welfare.

Section 2. Business: The meetings of the church shall be as follows:

- a) The meetings of the church shall elect officers, receive budget reports and proposals of plans for the church. These meetings the Pastor(s), Moderator, officers, and all church organizations shall submit reports in writing to be disseminated to the congregation.
- b) **Calendar of Meetings** - The annual meeting shall be held in the beginning of the year for the purpose of the general election of officers and annual reports from all officers and bodies.
- c) **Semi-Annual Meeting** - The Semi Annual meeting shall be held six months from the date of the annual meeting to continue the business of the annual meeting and the election of officers to fill vacancies that have occurred.
- d) **Special** - Special meetings may be called by the Pastor, Moderator, or by the Church Clerk upon written request of any ten active members of the church. Notice of such meetings must be made from the pulpit and printed in the church bulletin one week prior to the meetings, and must state the nature of the business to be transacted.
- e) **Congregational Meetings** - 15% of active members 18 years of age or older present shall constitute a quorum.

Section 3. Rules of Order: Robert's Rules of Order, latest revision, will serve as the parliamentary authority for the conduct of all business meetings of the church insofar as it does not conflict with this constitution.

Section 4. Official Year: The official year and fiscal year of the church shall begin in January, and all officers and boards shall assume their duties at that time and continue in office until their successors are elected and installed. The official fiscal year of the church shall begin on January 1 and end on December 31st.

ARTICLE XIV SERVICE GROUPS

Section 1. Organized Service Groups, Committees and Auxiliaries:

The service groups, committees, auxiliaries are the Men's Fellowship League, Women's Fellowship League, Mae Muse Childs Memorial Scholarship Committee, the Choir, Seniors by Grace, the Creative Fine Arts Ministry and others as established by the church.. All activities planned by service groups, committees, and auxiliaries shall make a presentation to the Church Council for approval. Each group shall elect its own officers and determine its own mode of procedure insofar as not to conflict with the established constitution and by-laws of this church. The formation of any group must come in response to a definite need in the church. Five interested parties may present a proposed format to the Church Council for consideration and approval. The church shall promote relationships and maintain communication between the organizations named above, the Church Council, the congregation and the public.

ARTICLE XV AMENDMENTS

This constitution and by-laws may be altered or amended by 2/3 vote of the active members present at a meeting called for this purpose. Notification of this meeting shall be announced from the pulpit, printed in the church bulletin or sent electronically two weeks prior to the meeting. The text of the proposed change(s) to be voted upon shall be available to the congregation at the time of notification. This meeting must meet the quorum requirements as stated in Article VII and XIII of this document.

ARTICLE XVI EFFECTIVE DATE

This constitution shall be declared in force when it shall have been approved by 2/3 of the active members assembled for that purpose. Thereafter, it shall be filed at the Office of the Secretary of State in Sacramento, California by the Church Clerk.