

Asian American Baptist Church Bylaws

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PREAMBLE

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner, and for the purpose of preserving the liberties inherent in each individual member of the Asian American Baptist Church of Richardson, Texas (the "Church") and the freedom of action of this body with respect to its relation to other churches of like faith and order, we do declare and establish these Bylaws.

ARTICLE I – NAME

1.1 Our congregation will be known as Asian American Baptist Church, Richardson, Texas (the “Church”).

ARTICLE II - CHURCH AUTHORITY

2.1 The Bible is the authority for all matters of faith and practice in this Church.

2.2 The congregation, through its Voting Members, is the final authority for all matters of self government of the Church. Each Voting Member will seek through earnest prayer and reasoned discussion to ensure the Church governs itself according to the principles found in the Bible, and the Church remains free from the control or supervision of any other ecclesiastical or denominational body.

2.3 The Church shall have the exclusive right to determine the conditions of membership of its Members.

ARTICLE III - CHURCH POLITY

SECTION 1. A Texas Non-Profit Corporation.

3.1 For secular purposes, the Church is organized under the Nonprofit Corporation Act of Texas.

SECTION 2. Registered Office and Registered Agent.

3.2 The Registered Office of the Church and the Registered Agent of the Church will be the place and the person designated by the Church Council.

SECTION 3. Corporate Officers.

3.3(1) The Church will have the following corporate officers in compliance with the Texas Non-Profit Corporation Act.

3.3(2) *President.* The office of President and Chairman of the Deacons shall be held by the same person. He will have authority to execute on behalf of the Church such instruments and agreements as may be authorized by the Church.

3.3(3) *Vice President.* The office of Vice President and the Vice Chairman of the Deacons shall be held by the same person. He will have authority to perform the duties of the President upon the death, absence, resignation or inability of the President to perform the duties of his office.

3.3(4) *Secretary.* The Secretary of the Deacons shall also serve as the Secretary of the Church. His authority will be to execute on behalf of the Church such instruments and agreements as may be authorized by the Church.

3.3(5) *Treasurer*. The Treasurer of the Church shall serve also as a corporate officer. The Treasurer will have the power to execute on behalf of the Church such instruments and agreements as may be authorized by the Church.

SECTION 4. Church Property.

3.4 No Church Member will have an individual, possessory interest in any Church property except if such interest was acquired as the result of an arms-length transaction approved by the Church at a Business Meeting.

ARTICLE IV - CHURCH MEMBERSHIP

SECTION 1. Candidacy.

4.1(1) All persons applying for membership in the Church must meet with the Senior Pastor or his designee in a preliminary interview. Following the initial interview will be a minimum one-month waiting period. During the one-month waiting period, all candidates for membership must attend a membership class to be taught by the Pastoral Staff, a Deacon or their designee.

4.1(2) At the end of the waiting period, the Senior Pastor or his designee will make a recommendation to the Church for membership. Upon receiving the recommendation for membership, the candidate will be presented to the Church for membership during any regular Worship Service of the Church. The congregation will welcome each candidate, with the express agreement to encourage, minister to, and pray for each candidate and his or her family members.

4.1(3) Should there be any reservation as to the membership of any candidate by a Church Member, such reservation shall be referred to the Senior Pastor and the Deacons for investigation. Based on their findings, the Senior Pastor and the Deacons should determine whether to uphold the recommendation of the candidate for membership within 30 days.

SECTION 2. Voting into Membership.

4.2(1) After candidates receive the recommendation of the Senior Pastor for membership, their membership becomes effective after presentation to the voting members at a church business meeting, and:

- 1) upon his or her professing a personal belief and faith in the Lord Jesus Christ, accepting the promises and commands of the Bible, being baptized by immersion and accepting the principles of faith and practices of the Church; or,
- 2) upon his or her transferring a letter from a church of like faith and order and accepting the principles of faith and practices of the Church; or,
- 3) by statement, affirming membership in another church of like faith and order, even though the person is unable to provide a record of membership in such church for any reasons, and accepting the principles of faith and practices of the Church; or,
- 4) with respect to candidates coming from another denomination, upon statement, professing a personal belief and faith in the Lord Jesus Christ, accepting the

promises and commands of the Bible, being baptized by immersion if they have not done so previously and accepting the principles of faith and practices of the Church; or,

- 5) with respect to the candidates who, for reasons of health or other circumstances, cannot physically attend the Church and publicly manifest such desire to join, by professing a personal belief and faith in the Lord Jesus Christ, accepting the promises and commands of the Bible, being baptized by immersion, or other appropriate means and accepting the principles of faith and practices of the Church.

4.2(2) A qualified candidate (as per 4.2(1) above) for membership becomes a Church Member by the concurrence of 75% vote of those Voting Members casting votes at a Business Meeting.

4.2(3) A qualified candidate may also request to be voted as a Watchcare Member. This is a special category of membership at the Church which allows persons with extenuating circumstances (temporary residence due to work, school, etc.) to fully serve but not transfer membership from another church. As such, this Watchcare member will not have voting privileges.

SECTION 3. Voting Members.

4.3(1) A Voting Member is any Church Member who is 18 years of age or older, and who participates in the life and ministry of the Church.

4.3(2) A Voting Member who is unable to vote in a Business Meeting because of some disability, including but not limited to confinement in a hospital or nursing home, may vote absentee. To vote absentee, the person must request an absentee ballot from the Church office and must return the absentee ballot to the Church office just prior, but no more than 14 days prior to the matter being presented to the Church for vote.

4.3(3) All absentee ballots must be safely secured and delivered to the Moderator at the appropriate Business Meeting.

SECTION 4. Termination of Membership.

4.4 A Member may be terminated for any of the following reasons:

- (a) transfer of letter to another church;
- (b) a Member's written or constructive request to withdraw membership;
- (c) reasonable evidence that a Member has united with another church (Must be agreed upon by the concurrence of 75% of the Senior Pastor and Deacons casting a vote);
- (d) death; or
- (e) exclusion by Church separation (described below).

SECTION 5. Inactivation and Reactivation of Membership.

4.5(1) A Member can request to be designated inactive at anytime by declaration to the Senior Pastor, Pastoral Staff, or any members of the Deacon body.

4.5(2) Upon the concurrence of 75% of the Deacons casting a vote, a Member may be designated as an Inactive Member by the Deacons for any of the following reasons:

- (a) it reasonably appears that the Member has not participated in the life and ministries of the Church for a period of six months;
- (b) the Member has moved out of the area (either temporarily or permanently);
- (c) the Member is unable to vote at a Business Meeting and is eligible to vote absentee in accordance with these Bylaw, but has not requested to do so;

Any Member designated Inactive shall not be eligible to vote.

4.5(3) An Inactive Member may be reinstated to the status of Voting Member by resuming participation in the life and ministry of the Church, and by recommendation of the Senior Pastor and the concurrence of 75% of the Deacons casting a vote.

SECTION 6. Discipline of a Church Member

4.6 If a member of the Church is found to be continuing in or have committed a sin that warrants corrective church discipline (see table below), confession and repentance is sought after in the spirit of Proverbs 28:13 “He who conceals his sins does not prosper, but whoever confesses and renounces them finds mercy.”

Table 1. Sins That Warrant Corrective Church Discipline

Divisions and factions that destroy... <i>Christian love & unity</i>	Matthew 18:15; 5:23-24; Galatians 5:20; Romans 16:17; Titus 3:10; 1 Corinthians 5:11
Moral and ethical deviations that break... <i>Christian law</i>	1 Corinthians 5:11; 2 Thessalonians 3:6; Galatians 5:19; Ephesians 5:11
Teaching of false doctrines which reject essential... <i>Christian truth</i>	Titus 1:9; Jude 3-4; 1 Corinthians 5:11

The process of dealing with firsthand knowledge of sin in the Body of Christ is as follows:

- i) Reprove the individual privately (Matt 18:15; Luke 17:3). If individual listens, then the Church has served its purpose and moves to restore.
- ii) If individual continues in sin, then reprove that person with two or three witnesses (Matt 18:16). If individual listens, then the Church has served its purpose and moves to restore.
- iii) If the individual persists in sin, then reprove the person before the Church (Matt 18:17). If individual listens, then the Church has served its purpose and moves to restore.
- iv) If the individual still continues, then “disfellowship” with the person will be in place (Matt 18:17), as outlined in Section 7: Separation of Membership below.

If individual listens, then the Church has served its purpose and moves to restore.

The restorative process is to be conducted according to the guidelines set by the Senior Pastor and Deacons.

SECTION 7. Separation of Membership.

4.7(1) If the general welfare of the Church is jeopardized by the conduct of a Member (“troubled Member”), the Senior Pastor and the officers of the Deacons will recommend separation of such troubled Member from the Church in accordance with the Bible and the provisions of these Bylaws. An attempt will be made to counsel or minister to a troubled Member in a spirit of love and compassion but tempered with justice so that the Member may remain in the fellowship of the Church.

4.7(2) No troubled Member may be separated from membership in the Church without such Member’s consent, except with the concurrence of a majority of the Voting Members casting a vote at a Business Meeting.

4.7(3) Upon satisfactory evidence of the resolution or repentance of a troubled Member’s condition, such person may request restoration to Church Membership through the Senior Pastor and Deacons. Upon a recommendation of the Senior Pastor and Deacons, restoration to Church Membership will become effective for the troubled Member upon the concurrence of a majority of the Voting Members casting a vote at a Business Meeting.

ARTICLE V - CHURCH ASSEMBLIES

SECTION 1. Worship Services.

5.1(1) Worship Services or any other activity or assembly of the Church that furthers Christ’s Kingdom may be held at any reasonable time or place for prayer, praise, fellowship or Bible study.

5.1(2) The ordinances of baptism and the Lord’s Supper will be regularly and faithfully observed in accordance with the instructions in the Bible.

SECTION 2. Business Meetings.

5.2(1) Any business of the Church which requires approval by and through its Voting Members will be conducted at Business Meetings called to order only after proper Notice and Posting.

5.2(2) The Church Clerk or authorized designee is responsible for determining and certifying to the Moderator that proper Notice and Posting has been accomplished before any Business Meeting is called to order.

SECTION 3. Notice and Posting of Business Meetings.

5.3(1) "Notice" means the oral or written publication of the date, time and place of each Business Meeting.

5.3(2) "Posting" means the process whereby notice is given to the Church. This may include but is not limited to the Church bulletin and newsletter, posters or flyers and announcements from the pulpit.

5.3(3) The Church Clerk, Moderator, or authorized designee will post the notice required by these Bylaws for all Business Meetings.

SECTION 4. Regular Business Meetings.

5.4(1) Regular Business Meetings generally will be held during the second Sunday of each calendar quarter, but may be called at any reasonable time.

5.4(2) All matters which are to be considered at a Regular Business Meeting which are outside the regular or ordinary course of business must be described in sufficient detail in the Notice so as to fairly inform Voting Members of the business to be conducted.

5.4(3) Notice and Posting must be given at least seven (7) days in advance if any business is to be conducted at a Regular Business Meeting.

SECTION 5. Special Business Meetings.

5.5(1) The Senior Pastor, or his authorized designee, or the Church Council, or the Chairman of the Deacons, may call a Special Business Meeting to consider significant, emergency or other business matters which reasonably cannot be delayed until a Regular Business Meeting.

5.5(2) Only those matters which have been reasonably described in sufficient detail to fairly inform Voting Members of the business to be conducted may be voted on at a Special Business Meeting.

5.5(3) Notice and Posting must be given at least three (3) days in advance if any business is to be conducted at a Special Business Meeting.

SECTION 6. Quorums for Business Meetings.

5.6(1) The proper quorum of Voting Members must be present at a Business Meeting before any business of the Church may be conducted.

5.6(2) Before each Business Meeting, the Church Clerk or the designee will present to the Church the census of Voting Members. From this census, the number of Voting Members for a quorum will be determined.

5.6(3) A quorum consists of those members in good standing who attend the business meeting, provided it is a stated meeting and one that has been properly called.

SECTION 7. Business Meeting Procedures.

5.7(1) Prior to a matter being presented to the Church for approval or action at a Business Meeting, the matter must first be referred to the Church Council for review and recommendation.

5.7(2) The Chairman of the Deacons, or his authorized designee, will be the Moderator of all Business Meetings, except as otherwise provided by these Bylaws.

5.7(3) If the Chairman of the Deacons or his designee cannot serve, the Church Clerk will convene the Business Meeting, and a Moderator will be selected from the floor.

5.7(4) The Moderator will ensure that each Business Meeting was properly Noticed and Posted. The Moderator will also ensure any matter presented for consideration was properly referred to the Church Council as provided in these Bylaws.

5.7(5) The Moderator will appoint a qualified person to serve as the Parliamentarian for a Business Meeting, if necessary.

5.7(6) Prior to the Voting Members casting a vote on a matter, the recommendation of the Church Council must be presented orally or in writing to the Church for consideration.

SECTION 8. Parliamentary Rules.

5.8 *Robert's Rules of Order*, as amended, will be the parliamentary authority for all Business Meetings, Deacons meetings and any other meetings of the Church requiring parliamentary procedure.

SECTION 9. Voting at Business Meetings.

5.9(1) An official act of the Church requires the concurrence of at least a majority of the Voting Members present and casting a vote on matters presented to the Church for consideration at a Business Meeting, except as otherwise provided by these Bylaws.

5.9(2) Absentee ballots for elections will be made available when an active member is unable to attend the congregational meeting. Requests for absentee ballots must be made to the Church Clerk, in writing, no less than seven days prior to the congregational meeting. Absentee ballots will then be distributed to requestors seven days in advance of any congregational meeting. Completed absentee ballots must be received by the Church Clerk, prior to the meeting, to be included in the results of the election. The number of absentee ballots received will be added to the number of members present at the meeting to determine if the quorum is met for elections.

The provision for absentee ballots applies to elections only. It shall not be for business items, except as otherwise provided for by these Bylaws.

SECTION 10. Special Quorum and Voting Procedures to High Importance Items..

5.10(1) There will be special procedures relating to Quorums and Voting regarding to High Importance items.

The following items are considered High Importance items:

- a) issuing a Call to a Senior Pastor, issuing a Call to an Interim Pastor or for terminating the Senior Pastor, Interim Pastor or any member of the Pastoral Staff;
- b) initiating the provisions of the Plan of Merger, Consolidation or Dissolution of the Church or initiating the disassociation or separation of the Church from the Southern Baptist Convention, the Baptist General Convention, the Dallas Baptist Association or their successor(s);

5.10(2) The following describe the specific procedural process:

- 1) For at least seven consecutive days, copies of drafts of the proposal(s) will be available in a conspicuous place on the Church premises for any Member who chooses to obtain a copy:
- 2) The Church Council will hold at least one forum that is open to all Members for the comment or debate on any such items. At least seven days advance notice and posting must be given of the forum.
- 3) Upon completion of the forum, the specific proposal(s) may be presented to the Church to be voted upon at a Business Meeting.
- 4) No further discussion on the proposal(s) shall be permitted at the designated Business Meeting. All public discussion should be encouraged and completed at the forum(s).
- 5) The proposal(s) must be approved by at least 75% of the census of Voting Members and shall be taken by ballot.
- 6) Absentee ballots for voting on the proposal(s) may be requested and accepted, subject to the same requirements as those set forth by section 5.9.2.
- 7) Voting Members should be informed before casting a vote on the proposal(s). Any Voting Member who does not feel sufficiently informed may choose to 'opt-out' of the vote by notifying the Church Clerk in writing prior to the meeting. The census of the Voting Members shall be reduced by the number of 'opt-out votes' received for those proposal(s) being voted upon.

SECTION 11. Member's Recommendation for Church Consideration.

5.11(1) Any Church Member may present a matter to the Church for consideration at a Business Meeting if the Member has first presented the matter to the Church Council for review. The Church Council will refer the matter to the appropriate Church Committee for consideration within 30 days after receipt of a Church Member's request.

5.11(2) If a Church Member's proposal is not reviewed by the appropriate Church Committee to which it was referred within a reasonable time, but in no event more than ninety (90) days from the date of receipt, the Church Clerk, at the Church Member's request, will Notice and Post the matter for Church consideration at the next Business Meeting.

SECTION 12. Business Meeting Minutes.

5.12 The Church Clerk or authorized designee will ensure that minutes of all Business Meetings are prepared and secured in a safe place. A copy of the minutes of each Business Meeting will be filed in the Church within 30 days after the meeting.

ARTICLE VI - THE SENIOR PASTOR

SECTION 1. Qualifications and Duties.

6.1(1) The Church affirms that Jesus Christ is the Head of the Church. The Senior Pastor will be God's undershepherd and overseer of the Church and will apply, teach and proclaim the whole counsel of God's Word in order to nourish, strengthen and guide the Church.

6.1(2) The Senior Pastor must possess the qualifications of a Pastor found in the Bible and be ordained to the ministry by a church or organization of like faith and order and conform to the principles of faith and practices of this Church.

6.1(3) The Senior Pastor or his authorized Pastoral Staff (i.e., Associate/Assistant Hired Pastoral Staff) designee(s) will administer the ordinances of baptism and the Lord's Supper in accordance with the Bible on a regular basis.

6.1(4) The Senior Pastor, in coordination with the various organizational units described herein, shall be accountable for the strategic direction of the ministries and programs of the Church. He will supervise these directly or by delegation to various Church Staff members. The Senior Pastor is responsible for leading the Church as a biblically based church. The Senior Pastor will lead the congregation, the organizations, and will direct and supervise the Church Staff to perform their tasks.

6.1(5) The Senior Pastor or his Pastoral Staff designee or his Deacon designee will be an ex-officio (voting) member of all Church Committees and will work with the Church Committees, organizations and the Deacons in ministering to the physical and spiritual needs of the Church and the community.

6.1(6) As the spiritual and temporal head of the Church, the Senior Pastor is accountable to God and the Church with respect to his personal life and his duties and responsibilities as Senior Pastor.

SECTION 2. Counseling the Senior Pastor.

6.2 Believing that the one holding the office of the Senior Pastor cannot be the overseer of the Church if he has breached the scriptural qualifications or is physically or mentally unable to uphold the office of the Senior Pastor, or his leadership materially compromises the welfare or principles of faith and practices of the Church, the Deacons, in accordance with the principles of the Bible, will counsel the Senior Pastor if they believe the office of the Senior Pastor has been impaired. Counseling the Senior Pastor will be done in the spirit of love and compassion tempered with justice in accordance with the principles of the Bible and the provisions of these Bylaws.

SECTION 3. Declaration of the Office of Senior Pastor Vacant.

6.3(1) The Chairman of the Deacons, or a majority of the Active Deacons, may call a meeting of the Deacons to determine whether the Office of the Senior Pastor has been

impaired. At least three days advance Notice, either oral or written, must be given to the Active Deacons and the Senior Pastor before such a meeting can be called to order.

6.3(2) A quorum composed of at least two-thirds of the Active Deacons is required to determine whether the Office of Senior Pastor should be declared vacant.

6.3(3) The Chairman of the Deacons or his authorized designee will present the allegations evidencing impairment of the Office of Senior Pastor. The Senior Pastor or his representative will have an opportunity to rebut such allegations.

6.3(4) Failure of the Senior Pastor to attend the meeting with the Deacons without reasonable cause is sufficient grounds for declaring the Office of Senior Pastor vacant. Reasonable cause shall be determined by a 75% of the Active Deacons casting a vote.

6.3(5) If 75% of the Active Deacons casting a vote finds by a preponderance of the evidence that the Senior Pastor has violated the scriptural qualifications or is physically or mentally unable to uphold the Office of the Senior Pastor, or his leadership materially compromises the welfare or principles of faith and practices of the Church, the Deacons may declare the Office of Senior Pastor vacant and recommend that the Church consider whether the Senior Pastor should be terminated.

6.3(6) If the vote by the Active Deacons finds that the Office of Senior Pastor has not been impaired, the Office of Senior Pastor will not be declared vacated. However, upon the concurrence of a majority of the Active Deacons casting a vote, the Deacons may recommend that the Church consider whether the Senior Pastor should be terminated.

SECTION 4. Termination of the Senior Pastor.

6.4(1) The Senior Pastor may resign the Office of Senior Pastor by giving written notice to the Church or the Deacons.

6.4(2) Reasonable Notice must be given to the Voting Members and the Senior Pastor at least seven days in advance of a Business Meeting called to consider terminating the Senior Pastor.

6.4(3) The Chairman of the Deacons or his authorized designee will convene such meeting and recommend a moderator who must be approved by a majority of the Voting Members casting a vote. The moderator may not be the Senior Pastor or a Church Staff member or family member of either of them or the Chairman of the Deacons.

6.4(4) The Chairman of the Deacons or his authorized designee will advise the Church of the Deacon body's recommendation with respect to the termination of the Senior Pastor. The Senior Pastor or his representative will have an opportunity to rebut any allegations lodged against the Senior Pastor; however, the Senior Pastor is not required to speak in the proceeding if the Senior Pastor so chooses. Failure of the Senior Pastor to attend the meeting, without reasonable cause, is grounds to terminate the Senior Pastor. If necessary, a majority of Voting Members casting a vote will determine whether the Senior Pastor's failure to attend is reasonable.

6.4(5) The procedures by which a vote of termination would be held are defined in section 5.10 Special Quorum and Voting Procedures for High Importance Items.

6.4(6) With the consent of the terminated Senior Pastor, a watch care program may be established to assist in the restoration and rehabilitation of the terminated Senior Pastor. Severance, if any, will be in accordance with the written policies and procedures previously established by the Church Council and will be subject to the consent of the Deacons.

6.4(7) The concurrence of a majority of the Voting Members casting a vote must approve any severance benefits which deviate from the range of severance policies and procedures previously established.

ARTICLE VII – SENIOR PASTOR SEARCH COMMITTEE

SECTION 1. Selection.

7.1(1) Upon the resignation, termination or vacancy of the Office of Senior Pastor, a Senior Pastor Search Committee composed of seven Voting Members will be formed.

7.1(2) The Deacons will provide two Deacons to serve on the Senior Pastor Search Committee, and the five remaining members of the Committee will be decided by the Voting Members of the Church. All seven members will be reasonably representative of a cross-section of all Voting Members of the Church.

7.1(3) The Chairman of the Senior Pastor Search Committee will be chosen from among the seven members, by a majority vote of the seven members on the Committee.

SECTION 2. The Duties of the Senior Pastor Search Committee.

7.2(1) The Senior Pastor Search Committee will solicit from Church Members the attributes and qualities desired of a new Senior Pastor. In addition, they will solicit recommendations for a Senior Pastor from Church Members, denominational pastors, leaders, and officials, and other Christian leaders.

7.2(2) The Senior Pastor Search Committee will have the authority to consider as many pastoral candidates as are deemed reasonably necessary to make a well-advised recommendation for Senior Pastor.

7.2(3) Sufficient funds will be appropriated to pay the reasonable expenses incurred by the Senior Pastor Search Committee.

7.2(4) The internal workings, discussions and visits of the Senior Pastor Search Committee will always be and remain confidential.

SECTION 3. Presentation of the Candidate to the Church.

7.3(1) When at least five of the seven members of the Senior Pastor Search Committee agree by secret ballot upon the man whom they believe is God's choice for Senior Pastor

of the Church, the Senior Pastor Search Committee will invite the pastoral candidate to preach at least one Sunday Worship Service in view of a Call as Senior Pastor.

7.3(2) The procedures by which a vote for issuing a call would be held are defined in section 5.10 Special Quorum and Voting Procedures for High Importance Items.

7.3(3) Prior to the Church issuing a Call to a Senior Pastoral candidate, the Church Council must have reached an acceptable understanding with the Senior Pastoral candidate on the secular terms of employment as Senior Pastor (salary, benefits, etc.).

ARTICLE VIII – CHURCH STAFF

SECTION 1. Definitions of Staff and Employee

8.1(1) Staff and employees shall be employed as the Church determines the need for such offices. A job description shall be written and placed by the Church Council in the Operations Manual when the need for a staff member is determined. Definitions of staff and employees shall be:

Pastoral Staff - consists of the paid administrative staff members of the Church. Included in this category are the Senior Pastor, Associate Pastor and other staff members with the term "pastor" or "minister" in their title.

Permanent Full Time Employee - a person employed on a continuing basis and has a scheduled work week as defined by the Operations Manual.

Permanent Part Time Employee - a person employed on a continuing basis, as defined by the Operations Manual. Only permanent employees are eligible for benefits except as otherwise specially noted.

Supervisor - one who directs others and has the responsibility for the effectiveness of their work. Supervisors are so designated in job descriptions.

Support Personnel - Individuals who work under the directions and supervision of the Pastoral Staff. These will usually be identified as "contract laborers." Included but not limited to this category are clerical, kitchen, maintenance, and general service workers; as well as, accompanists, and child-care workers.

Temporary or Part time Employee - one who is employed for a specific project or period of time. S/he will normally be paid on an hourly, daily or weekly basis; not entitled to absence from work benefits. One can be employed for an extended period of time (months or years) and still be registered as a temporary or part time employee as compared to permanent employee.

SECTION 2: Qualifications, Duties, Selection, Service of Church Staff

8.2(1) Duties, functions, selection, and service of staff members and staff employees shall be as prescribed in the Operations Manual. They shall respond to the Senior Pastor's direction as the spiritual leader and administrative leader of the Church.

8.2(2) Support Staff

The Senior Pastor and the Church Council shall establish, with the involvement of the position's supervisor, a process for the employment and discharge of all Support staff (General Service, Clerical and Maintenance staff and employees), but within the limit of previously determined budget authorization and the Church Council. These processes will be outlined in the Operations Manual. This shall be without impingement upon the ultimate authority of the Church to review and control such matters, but shall serve as a convenient and efficient aid in handling this business detail.

8.2(3) Pastoral Staff Members

All Pastoral Staff members as may be now existing, or may be hereafter created by the Church shall be recommended to the Church by the Church Council in conference with the Senior Pastor, according to the Operations Manual. Such action shall preserve the democratic principle of ultimate power residing in the Church - all in accordance with Article II, 2.2 of this Bylaw. A Search Committee may be used to recommend candidates for Pastoral Staff to the Church Council and the Senior Pastor. Duties and functions of Staff members and staff employees shall be as prescribed in the Operations Manual.

SECTION 3: Performance Appraisal, Due Process, Resignation, and Dismissal

8.3(1) Performance appraisal, due process, resignation, and dismissal of Staff members and staff employees shall be as prescribed in the Operations Manual.

8.3(2) Employee performance appraisals will be conducted for the purpose of

- (1) assisting each staff member in improving performance;
- (2) keeping each employee advised concerning overall effectiveness, and
- (3) supplying formal information to the Senior Pastor and Church Council.

8.3(3) Due Process - Each member of the staff shall make inquiries, requests, problems, and grievances known to the immediate supervisor. This supervisor is responsible for reporting or recommending response to the next in line of supervision and/or the Church Council. In the event that satisfaction cannot be gained, an appeal may be made to the next in line of supervision and/or ultimately to the Senior Pastor or Church Council. If the matter becomes focused on the Senior Pastor, then the Deacon Chairman (not Church Council) is to pursue the process of dealing with the Senior Pastor as outlined in Article VI of these Bylaws.

8.3 (4) Resignation - All employees shall give a two (2) weeks written notice of resignation to the Senior Pastor stating the reason(s) for such a decision.

8.3 (5) Dismissal - Whenever an employee is insubordinate or fails to discharge responsibilities to an extent which justifies dismissal, a supervisor shall recommend dismissal through appropriate channels to the Senior Pastor with documentation of all pertinent facts. The Senior Pastor shall consult with the Church Council, giving the employee in question an opportunity to appear before the Church Council, if the matter concerns insubordination or inadequate performance. The Senior Pastor and Church Council shall seek to hear all sides of a disputed dismissal.

Except with respect to the Pastoral Staff, the Senior Pastor and the Church Council shall make the final decision concerning the dismissal of an employee of this Church. Care shall be exercised to protect due process rights of all concerned. The Church Council shall inform the employee's supervisor of its decision. If their decision is contrary to a supervisor's recommendation, they shall inform the supervisor of the reason for the decision.

If such matter concerns the Pastoral Staff, the Church Council shall make recommendation to the Deacons for their consideration in making recommendation to the Church. The Church, as a whole, will be involved in the dismissal of Pastoral Staff only if the Deacons recommend such. Any Church Member may recommend to the Senior Pastor and Church Council a consideration for dismissal of any employee. If the decision is to dismiss such employee, the employee's supervisor shall effect the dismissal in the most considerate and Christ-like manner possible.

If deemed warranted by the supervisor, the supervisor may relieve any subordinate of duties without loss of pay until appropriate action can be taken.

ARTICLE IX – DEACONS

SECTION 1. Servants of the Church.

9.1(1) Deacons are servants of the Church and will assist the Senior Pastor, Church Staff and Church Committees in ministering to the needs of the Church and its members. The Deacon's primary relationship is to his Lord. Next in importance is the Deacon's knowledge and understanding of his role in relation to his family, Senior Pastor, Pastoral Staff, Church Council and Church Committees, and the Church Membership at large.

- i) Relation to Family: The New Testament mentions a Deacon's responsibility in relation to his wife and children; therefore, if the Deacon is married, the Church feels that a Deacon should give his family first priority in his devotion, care and ministry.
- ii) Relation to the Senior Pastor and Pastoral Staff: A Deacon should serve under the leadership and spiritual direction of the Senior Pastor and be loyal in prayer support, encouragement and fellowship to the entire Pastoral Staff. The Church therefore expects the Deacons to respect the office of Senior Pastor and Pastoral Staff and to welcome the unique opportunity to learn from and serve with them. The Deacons shall work with the Senior Pastor and Pastoral Staff to perform strategic planning on behalf of the Church.
- iii) Relation to Church Council and Committees: The active Deacon body gives counsel to, but does not have control of the Church Council or Church Committee actions. The Deacon body may indicate support or give counsel, but not instruct the Church Council or Church Committees as to what they can or cannot propose to the Church for official action.
- iv) Relationship to the Church Membership at Large: All Deacons are to be active in ministry to the Church family, and to promote peace, harmony and a spirit of cooperation and unity among the membership.

9.1(2) The Church shall strive to maintain a minimum of three active Deacons.

SECTION 2. Qualifications.

9.2(1) A Deacon will have the qualifications required by the Bible; be worthy of respect and filled with the Holy Spirit; have a reputation for wisdom, sincerity, temperance and honesty; be a strong Christian witness in the Church and the community and have a forgiving nature. The wife of a married Deacon will be expected to have the spiritual qualifications outlined for her in the Bible (Acts 6:1-6; I Tim. 3:8-10, 12; 1 Tim. 3:11).

9.2(2) A Deacon must be committed to faithful Bible study, attendance and participation in the Worship Services, prayer meetings and ministries of the Church, and he must give faithfully of his time, talents and possessions.

SECTION 3. Nomination and Selection of Deacons.

9.3(1) Any man 25 years of age or older may be considered as a candidate for Deacon if he has been a Church Member for at least two years prior to initiation of the Deacon selection process.

9.3(2) Recommendations of candidates for Deacon from the Church must be submitted to the Nomination Committee of the Church starting six weeks before elections. The deadline for recommendations will be three weeks before the elections.

9.3(3) Those candidates who receive a 75% concurrence from the Nomination Committee and who agree to have their names placed before the Voting Members will have their names placed on the ballot at the Regular Business Meeting designated for election of Church officers.

9.3(4) A 75% vote by the Voting Members casting a vote at the Regular Business Meeting designated for the election of Church officers is required to become a Deacon.

9.3(5) A man voted by the Voting Members to be an Active Deacon may not serve until he has been ordained in this Church.

9.3(6) Should a Deacon vacancy occur, the officers of the Deacons, in consultation with the Senior Pastor, Church Council and Pastoral Staff may recommend to the Church a qualified replacement to fill the vacancy for the remaining term of the vacating Deacon. The concurrence of at least 75% of the Voting Members casting a vote at a Regular Business Meeting is required for the candidate to become an Active Deacon.

SECTION 4. Deacon Body.

9.4(1) The Deacon Body will be composed of those men recommended by the Nomination Committee and voted by the Church to serve as Active Deacons by the concurrence of at least 75% of the Voting Members casting votes at the Regular Business Meeting designated for the election of Church officers or as provided for by these Bylaws.

9.4(2) The term for an Active Deacon will be three years, with a mandatory, minimum one-year sabbatical between terms.

9.4(3) Before a Deacon returns to service as a Deacon, he must again be recommended by the Nomination Committee and be voted by the Church to serve as an Active Deacon by the concurrence of at least 75% of the Voting Members casting votes at the Regular Business Meeting designated for the election of Church Officers.

9.4(4) The Active Deacons will nominate and determine by voting officers of the Deacons each year. Officers will serve for a period of one year and will be approved by the concurrence of a majority of Active Deacons casting a vote. The officers will be Chairman, Vice Chairman and Secretary.

9.4(5) The Deacons will assign a Deacon who serves to assist the Church in the specific areas of baptism, Lord's Supper, benevolence and visitation.

9.4(6) No Deacon may serve as the Chairman of the Deacons in consecutive years, except under extraordinary circumstances.

SECTION 5. Meetings of the Deacon Body.

9.5 Active Deacons are expected to attend all Deacon Body meetings. Failure to attend at least 75% of the regularly scheduled Deacon meetings, without reasonable cause, will constitute voluntary inactivation from the Deacon body.

SECTION 6. Deacon Discipline.

9.6(1) An ordained Deacon who fails to conform to the spiritual qualifications of a Deacon or the principles of faith and practices of the Church ("troubled Deacon") may be disciplined or separated from the Deacon body. Deacon discipline will be handled in a spirit of love and compassion tempered with justice in accordance with the principles of the Bible and the provisions of these Bylaws. The privacy of a troubled Deacon will be respected as much as reasonably possible.

9.6(2) With the concurrence of a majority of the active Deacons and Full-time Pastoral Staff, they may recommend that a troubled Deacon be disciplined.

9.6(3) At least seven days advance written or oral Notice must be given to the Full-time Pastoral Staff. Deacon body and troubled Deacon before a meeting may be called to order to consider disciplining a troubled Deacon. Constructive Notice will be sufficient if such Notice reasonably advises the troubled Deacon of the date, time, place and purpose of the Deacons' meeting.

9.6(4) The Chairman of the Deacons or his authorized designee with the participation of the Senior Pastor will present to the Full-time Pastoral Staff and Deacon body the allegations pertaining to the troubled Deacon. If the Chairman is impaired, the Vice-Chair will serve in his place. The troubled Deacon or his representative will have an opportunity to rebut any allegation; however, the troubled Deacon is not required to

speak in the proceeding if the troubled Deacon so chooses. Failure of the troubled Deacon to attend the meeting, without reasonable cause, is sufficient grounds to discipline the troubled Deacon.

9.6(5) A quorum composed of greater than 50% of the Full-time Pastoral Staff and Active Deacon body is required to consider disciplining a troubled Deacon. A troubled Deacon may not be disciplined without his consent except with the concurrence of a majority of the Full-time Pastoral Staff and Active Deacons casting a vote. A disciplined Deacon will be removed as a Deacon and his ordination shall be revoked. The congregation shall be thus informed by the Senior Pastor.

9.6(6) With the consent of the disciplined Deacon, a restoration program may be established to assist in restoration and rehabilitation. Upon satisfactory evidence of the resolution or repentance as accepted by agreement of the Full-time Pastoral Staff and Deacon officers, the disciplined Deacon may be nominated as a Deacon after a period of three years from the date of disciplining.

ARTICLE X- CHURCH OFFICERS

SECTION 1. Moderator.

10.1(1) The Chairman of the Deacons or his authorized designee will be the Moderator for all Business Meetings of the Church except as otherwise provided in these Bylaws. If the Moderator is not available the Church Clerk will call for nominations from the floor, and the Moderator will be elected by a majority vote of the Voting Members casting votes.

10.1(2) The Moderator will ensure Church business is conducted in a fair, orderly and Christian manner and will reasonably clarify all motions before allowing a vote.

SECTION 2. Church Clerk.

10.2(1) The Church Clerk will be a Voting Member recommended by the Nomination Committee by a 75% concurrence of the Nomination Committee members casting a vote, and elected by the Church by a 75% concurrence of the Voting Members casting a vote at a designated Business Meeting to elect officers.

10.2(2) The Church Clerk or such Clerk's appointed designee will be responsible for keeping an accurate record of all official actions of the Church, preserve all official Church records in a safe place and ensure the Notices required by these Bylaws are properly given and Posted for all Business Meetings. A Church Staff member may assist the Church Clerk in the duties of the office.

10.2(3) The Church Clerk will serve for a term of two years, and may not serve for more than two consecutive terms.

SECTION 3. Treasurer and Assistant Treasurer.

10.3(1) The Treasurer and the Assistant Treasurer will be a Voting Member, recommended by the Nomination Committee by a 75% concurrence of the Nomination Committee members casting a vote and elected by the Church by a 75% concurrence of the Voting Members casting a vote at a designated Business Meeting to elect officers.

10.3(2) The Treasurer and Assistant Treasurer will serve for a term of four years, and may not serve for more than two consecutive terms in each office.

10.3(3) The duties of the Treasurer shall include, but not be limited to the following: disbursement of bill payments, salaries, and reimbursements; maintaining Church bank and financial accounts, maintaining Church financial and payroll records; and preparing and reporting quarterly financial reports. These duties shall be carried out in accordance with Church policies and procedures

10.3(4) The duties of the Assistant Treasurer shall include, but not be limited to the following: receipt and recording of offerings and income; preparing and distributing annual tax forms and receipts; and assisting the Treasurer as needed. These duties shall be carried out in accordance with Church policies and procedures.

SECTION 4. Church Officer Vacancies.

10.4(1) Should a Church Officer vacancy occur, with concurrence of at least 75% of the Council, they will appoint an interim Officer until a new Officer can be elected by the Voting Members.

10.4(2) In the event of vacancies of the Church Officer positions, the Church Council will nominate qualified candidates to be given to the Church. The name of the nominees to fill the vacancy on the Church Council will appear on a ballot at the next Regular Business Meeting. The election requirements of the candidate to fill the vacancy will be the same as for regular nominations. The term will be the remaining time of the vacated position.

SECTION 5. Termination of Church Officers.

10.5 Upon the recommendation of the Church Council, any Church officer may be terminated by the concurrence of two-thirds of the Voting Members casting a vote at a Congregational Meeting.

ARTICLE XI - THE CHURCH COUNCIL

SECTION 1. Composition.

11.1 The Church Council will have as its regular members the Senior Pastor, Deacons, Treasurer, Pastoral Staff and the chairpersons of each of the Standing Church Committees. Except for the Senior Pastor, members of the Pastoral Staff will not have a vote.

SECTION 2. Duties and Responsibilities.

11.2(1) The Church Council shall review and recommend to the Church such policies, practices and procedures as are necessary for the welfare of the Church and as are

necessary for the Church to fulfill the Great Commission of the Savior. The Council will carry out its duties and responsibilities by:

- (a) recommending to the congregation suggested objectives and goals;
- (b) reviewing, authorizing and overseeing the programs and plans administered and executed by the Church officers, committees and organizations of the Church; These will be described and maintained within the Operations Manual.
- (c) recommending to the congregation the use of leadership, calendar times and other resources according to the program priorities.

11.2(2) The business and secular affairs of the Church shall be administered by the Church Council in accordance with these Bylaws.

11.2(3) All matters agreed upon by the Church Council calling for action not already provided for shall be referred to the Church for approval or disapproval.

SECTION 3. Officers of the Church Council.

11.3(1) The Senior Pastor shall be Chairman of the Church Council, or at his request, the Church Council may annually elect the Chairman of Deacons as Chairman. The Council will also elect a Vice Chairman and a Secretary who may be elected from any of the members of the Church Council.

11.3(2) The Chairman of the Church Council shall convene and moderate the meetings of the Church Council.

SECTION 4. Meetings of the Church Council.

11.4(1) The Church Council shall meet at least, but not limited to, once a month.

11.4(2) The Chairman of the Church Council or 50% of voting members of the Church Council may call for a meeting of the Church Council.

11.4(3) A quorum will consist of 75% of the total number of voting members making up the Church Council being present.

11.4(4) All matters before the Church Council will be decided by a *majority* vote of members casting votes.

11.4(5) The Chairman of the Church Council or 50% of voting members of the Church Council may also accept matters to be discussed and decided outside of the Church Council meeting (i.e., email, teleconference, etc.). For matters to be decided in this manner, quorum shall be achieved once 75% of the total number of voting members making up the Church Council casts a vote. Votes are to be collected by the Council Secretary and recorded in the following month's Council Meeting minutes.

11.4(6) If a voting Council member will be absent from an upcoming Council meeting and wants to participate in a vote on a specific item declared in the meeting agenda, he/she must request for the specific vote to be extended after the Council meeting. Such a

request must be received by the Council Chairman or Council Secretary before the start of the Council meeting. Voting will occur during the Council meeting, as per normal, and the discussion comments and results will be preliminarily recorded in the minutes. After that, the requesting absentee voter may cast his/her vote to the Council Chairman or Council Secretary. The vote will formally be completed once the person requesting the vote has cast his/her vote or one week prior to the next Council meeting. The Voting period cannot be extended any further.

ARTICLE XII – CHURCH-WIDE COMMITTEES

SECTION 1. General.

12.1(1) A complete list of all committees, their ministry mandate, and their operational roles are contained within Church Operations Manual. All committees are required to follow Church policies and procedures as outlined in the Operations Manual. Each committee is responsible for reviewing the description of their duties annually and, if changes are necessary, submitting proposed changes to the Church Council for congregational approval at any regular business meeting. Any committee requiring budgeted monies will be responsible for submitting a budget request to the Stewardship Committee annually. Each committee will be responsible for submitting to the Church Council a written report of meeting proceedings. Meetings shall be held at least quarterly.

12.1(2) All Chairpersons of a Committee-wide will be Voting Members in good standing with the Church, whose names were submitted to the Nomination Committee for selection.

12.1(3) All Chairpersons of a Church-wide Committee must be selected by 75% of the Nomination Committee members casting a vote and must be elected by the Church by at least a 75% concurrence of Voting Members casting votes at a designated Business Meeting or as provided for by these Bylaws.

12.1(4) Chairpersons will serve for a term of two years and may only serve two consecutive terms as a Chairperson of the same Committee. No person may serve as Chairperson of more than one Church-wide Committee at the same time.

12.1(5) All Members of a Church Committee will be Church Members in good standing with the Church and whose names were submitted to the Nomination Committee for selection by the Church.

12.1(6) All members of a Church-wide Committee must be selected by the Nomination Committee by a majority vote of the Nomination Committee members casting a vote and elected by a majority vote of the Church at a designated Business Meeting or as provided for by these Bylaws.

12.1(7) All Members of a Church Committee shall serve for a term of two years. Members of Committees will be elected in alternating years from the chairperson.

12.1(8) The Senior Pastor or his designated representative (Pastoral Staff or Deacon) is an ex-officio (voting) member of each Church Committee.

12.1(9) Except as provided for by these Bylaws, all decisions of Committees and organizations of the Church will be decided by 75% vote of members casting a vote.

12.1(10) In the event of vacancies for committee chairpersons, the Church Council will recommend to the Church names of qualified nominees to fill the vacancies. The name of the qualified candidate(s) to fill the vacancies for committee chairs will appear on a ballot at the next Regular Business Meeting. The election requirements of the candidate to fill the vacancy will be the same as for the vacated position. The term will be the remaining time of the vacated position.

12.1(11) In the case of vacancies among Committee members, the Church Council, in consultation with the Committee involved, can appoint qualified members to fill the position vacated for the remaining term of that position.

12.1(12) The Church Council will recommend the creation and dissolution of Church Wide Committees to the Church Congregation and upon majority agreement of the Church body, the Committee will be formed and positions will be filled according to these Bylaws.

12.1(13) Church Committees can form sub-committees under its supervision to help in completing its responsibilities and duties.

SECTION 2. Nomination Committee.

12.2(1) The Nomination Committee is a special Committee of the Church specified in the Bylaws to support the election of Church Officers and Committee Chairpersons/Members. Its regular members are a Pastoral Staff representative, two Deacons and two Voting Members. The two Voting Members will be appointed by the Church Council by the concurrence of 75% of the members of the Church Council casting a vote. The Pastoral Staff representative is designated by the Senior Pastor. The two Deacon representatives are designated by the Deacon Body.

12.2(2) The Chairman of the Nomination Committee will be a Deacon elected by the concurrence of 75% of the members of the Nomination Committee casting a vote.

12.2(3) The Nomination Committee will recommend candidates to the Church who have passed the Nomination Committee by the concurrence of 75% of the members of the Nomination Committee casting a vote for the offices of Chairperson, Treasurer, Assistant Treasurer and Church Clerk.

12.2(4) The Nomination Committee will recommend candidates to serve as members of the Church-wide Committees in the Church. The candidates must have passed the Nomination Committee by a majority concurrence of the members of the Nomination Committee casting a vote.

ARTICLE XIII - OPEN MEETING POLICY

13.1(1) The meetings of the Church Council, Deacons, Church-wide Committees, sub-committees or organizations of the Church are open to all Church Members except as otherwise provided in these Bylaws. A Church member that attends such meetings as an observer and may not participate in any discussions of the organization except by invitation of the Chairperson.

13.1(2) Some matters, including but not limited to, the financial, personnel, administrative and legal affairs of the Church require confidentiality. Therefore, the Chairperson of the Church Council and any other Committee or organization of the Church, upon approval of 50% of voting members discretion, may determine that a matter or subject is confidential and close the meeting to any visiting Church Member.

ARTICLE XIV - CHURCH FISCAL POLICY

SECTION 1. Fiscal Year.

14.1 The fiscal year of the Church will be January 1 through December 31.

SECTION 2. Church Finances.

14.2 No expenditure of Church funds may be made for any purpose unless the expenditure is authorized and approved in accordance with the written policies and procedures of the Church.

SECTION 3. Gifts.

14.3(1) Material gifts will be accepted by the Stewardship Committee on behalf of the Church if the gift is designated for a specific Church ministry or is designated for a cause approved by the Church.

14.3(2) The Stewardship Committee, at its discretion and subject to the advice or consent of the Church Council, may defer accepting any material gift until the Church approves receipt of such gift.

14.3(3) All material gifts accepted by the Stewardship Committee on behalf of the Church will be disbursed or administered under the direction of the Stewardship Committee according to the donor's wishes.

14.3(4) With the exception of endowment funds, any designated gift not used or expended within three years from receipt may, on the recommendation of the Stewardship Committee and subject to the advice or consent of the Church Council, be re-designated and used for other purposes.

SECTION 4. Gifts Designated for the Sole Benefit of Church Staff Members.

14.4(1) Subject to the consent of the Church Council, love offerings or gifts may be given by the Church to the Church Staff members.

14.4(2) Any material gift that is given to the Church by a third person or party that has the effect of being for the exclusive benefit of a Church Staff member or Staff member's family will not be accepted by the Church, except with the consent of the Church Council and the concurrence of at least two-thirds of the Voting Members casting a vote at a Business Meeting agreeing to the gift.

14.4(3) The conditions or terms of any material gift that is for the exclusive benefit of a Church Staff Member and family must be disclosed in writing to Church Members and Posted at least 14 days in advance of the Business Meeting called to consider receiving such gift.

ARTICLE XV – CHURCH OPERATIONS MANUAL

15.1(1) A Church Operations Manual will include polices and procedures, Church covenant, description and functions of Church program organizations and services, the Church Council and committees, and job descriptions of ministerial and non-ministerial staff.

15.1(2) The Operations Manual shall be kept in the Church and be made available for use there by any member of the Church. The Church Council secretary shall maintain the Operations Manual. The Church Council, or by Church decision, a special committee appointed by the Church Council, shall review the Operations Manual at least annually, with authority to recommend changes for the Church to consider. Any Church Member or Church organization may suggest changes in the Operations Manual.

15.1(3) Additions, revisions, or deletions of policies, Church covenant, organization, Church Council, committee, and job descriptions requires the sequential path of: 1. recommendation of the church officer or organization to whose areas of assignment the policy relates; 2. discussion by the Church Council, and 3. approval by the Church Council

ARTICLE XVI - BYLAW AMENDMENTS

16.1(1) Subject to the consent of the Church Council, a draft of all proposed Bylaw amendment(s) may be published. For at least seven consecutive days, copies of draft Bylaw amendment(s) will be available in a conspicuous place on the Church premises for any Member who chooses to obtain a copy of the proposed Bylaw amendment(s).

16.1(2) The Church Council will hold at least one forum that is open to all Members for comment or debate on proposed Bylaw amendment(s). At least seven days advance Notice and Posting must be given of the Bylaw forum.

16.1(3) After Notice, Posting and completing of the Bylaw forum(s), Bylaw amendment(s) may be presented to the Church for consideration at a Business Meeting.

No further discussion on the proposal(s) shall be permitted at the designated Business Meeting. All public discussion should be encouraged and completed at the forum(s).

16.1(4) Bylaw amendment(s) must be approved by the concurrence of at least 75% of the Voting Members casting a vote.

16.1(5) Absentee ballots for voting on the proposal(s) may be requested and accepted, subject to the same requirements as those set forth by section 5.9.2.

16.1(6) Voting Members should be informed before casting a vote on the proposal(s). Any Voting Member who does not feel sufficiently informed may choose to 'opt-out' of the vote by notifying the Church Clerk in writing prior to the meeting. The census of the Voting Members shall be reduced by the number of 'opt-out votes' received for those proposal(s) being voted upon.