

CONSTITUTION AND BY-LAWS
OF THE
NORTH EUCLID AVENUE CHURCH OF GOD
3430 NORTH EUCLID AVENUE, BAY CITY, MICHIGAN
AN INCORPORATED ECCLESIASTICAL ORGANIZATION

ARTICLE 1: PREAMBLE

We, The North Euclid Avenue Church of God, Bay City, Michigan, in order to more perfectly care for the secular, temporal, and financial affairs of the church in a legal way and prevent complications that sometimes arise in the handling of church property, hereby establish this constitution and by-laws for the North Euclid Avenue Church of God, Bay City, Michigan.

We recognize the word of God as the only divine standard of faith and practice and as our final authority in all matters of life and conduct.

This association is organized for religious, charitable and educational purposes to advance the Kingdom of God among men.

ARTICLE 2: IDENTIFICATION (NAME)

The legal name of this church is the North Euclid Avenue Church of God. Here after referred to as "the church".

ARTICLE 3: AFFILIATION

The church is affiliated with the Church of God with headquarters in Anderson, IN and also with the General Assembly of the Church of God in Michigan, with offices in Lansing, MI.

ARTICLE 4: MISSION

4.1 Our mission is to love people into a saving relationship with Jesus Christ and to help them become fully mature disciples.

4.2 The church accepts the Bible as its supreme authority in matters of faith and practice and seeks to inspire commitment to the teachings, mission and faith as represented in the theological perspectives of the Church of God, Anderson, Indiana.

ARTICLE 5: MEMBERSHIP

5.1 All members of the church shall have the right to vote in its business meetings, subject to the following conditions:

- A.** They shall be sixteen (16) years of age or over.
- B.** They shall have worshipped regularly with the church for a period of at least six (6) months immediately preceding any meeting at which they exercise rights of membership,
- C.** They must have lived during that period of six (6) months in harmony with the teaching and practices of the church, and shall possess a personal experience of salvation.

5.2 When the business shall involve the transaction of real estate, "building new buildings, remodeling, mortgaging properties and etc.," the voting age shall be eighteen (18). All forgoing conditions of article 5 shall be required.

5.3 If any member's right to vote in a business meeting of the church is questioned and said member insists that s/he has a right to vote, then the objector may call for an expression of the assembly, and the chairperson shall ask the members present in said business meeting to cast a vote. The majority of the members voting shall determine the questioned member's right to vote, and it shall be binding upon all.

5.4 If a member's right to vote is not questioned, such silence on the part of all shall be taken as evidence of said member's right to vote.

5.5 An objection to any member's right to vote may be raised at any time before the actual voting is called for by the chairperson, and any member may call upon the presiding official before the vote is cast to require each person present to signify whether he/she considers him/herself qualified to vote.

5.6 The rules and regulations governing membership herein stated shall apply to business meetings only and shall affect in no way the religious rights and privileges of the members.

ARTICLE 6: MEETINGS & OFFICERS OF THE CHURCH

6.1 THE ANNUAL BUSINESS MEETING & SPECIAL MEETINGS

6.1.1 The annual business meeting for the church will be conducted each January, no later than the third Wednesday of the month. Notification of the meeting's time and date will be given to the congregation no less than two weeks in advance.

6.1.2 Quorum: At a duly called meeting of the church, 25 members (according to Article 5.1 A, B and C) shall constitute a quorum.

6.1.3 Special meetings shall be scheduled by the request of the Elder Board, the Lead Pastor, or upon a written request signed by one-third (1/3) of the voting membership. A written notice stating the business to be considered shall be given to each member no less than fourteen (14) days prior to the meeting.

6.1.4 Absentee Ballot Policy

- A.** Absentee ballots will be available two (2) weeks prior to an annual meeting and one (1) week prior to a special called meeting.
- B.** Ballots will be available at the church office.
- C.** To get an absentee ballot the voter must sign a sheet that says they are voting absentee. The ballot is to be completed, put in an envelope, sealed and given to the pastor, office administrator, or secretary.
- D.** The names of those voting absentee will be announce at the meeting and their ballots received by the he head teller.
- E.** Absentee ballots will be opened and counted at the same time as the rest of the ballots.

6.2 OFFICERS: The officers of the church/annual business meetings of the church shall be a Chair, Vice-Chair, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

6.3 NOMINATION AND RATIFICATION OF OFFICERS: The nominating committee shall consist of seven (7) persons; The Lead Pastor, two (2) elders, two (2) trustees and two (2) members of the congregation, to be chosen by the Elder Board. They shall nominate the officers of the church -- with the exception of the Chair (The Lead Pastor will serve as the Chair) to be ratified by ballot vote at the annual business meeting of the church. The officers shall assume their office the first day of the following month. A majority vote of the members present is required for ratification.

6.3.1 Chair: The Lead Pastor, by virtue of the office, as chair, shall preside at all business meetings of the church and exercise general supervision over the business affairs of the church.

6.3.2 Vice-Chair: The vice-chair shall be the chair of the Board of Elders, and shall perform the duties of the chair in his/her's absence or inability to serve as chair.

6.3.3 Secretary: The secretary shall serve for a term of one (1) year. They shall keep an orderly record of the proceedings of Elder Board meetings and the business meetings of the church in a record provided for that purpose. This record shall be carefully preserved by them and shall remain the property of the church.

6.3.4 Assistant Secretary: The Office Administrator/Pastoral Assistant shall serve as assistant secretary and shall perform the duties of the secretary in his/her's absence or inability to serve as secretary.

6.3.5 Treasurer: The treasurer's term of office shall be two years.

- A. The Treasurer, by virtue of the office, shall attend Elder Board meetings.
- B. The Treasurer shall present monthly written reports to the Lead Pastor, each member of the Elder Board, and post a copy of same on the church bulletin board of all receipts and disbursements. The format for this report shall be provided by the year's budget form. The treasurer will provide the secretary (clerk) with an approved copy of the monthly financial report for entrance into the church records.
- C. The Treasurer shall not be a voting member of the Elder Board, however their opinion will be welcomed.
- D. The Treasurer shall be responsible for all the monies of the church, and shall disburse the money received as directed by the Elders.
- E. The Treasurer shall keep an accurate account in an appropriate media provided for that purpose of all sums received and paid out during the year, and render a written annual report of same with vouchers for all payments in the form of checks, for examination by the audit committee. He/She shall also present this report at the annual business meeting of the church.
- F. The Treasurer shall set up petty cash funds as may be recommended by the elders for the various organizations and committees of the church.
- G. The Treasurer shall keep the income and disbursement record of the building fund under the same conditions as the general fund, and should a building fund treasurer be chosen, he/she shall turn the records and cash over to same.

- H. The Treasurer shall have the books open for inspection at all times to the Lead Pastor, members of the Board Elders, and to the members of the church body.
- I. The treasurer shall sign all checks drawn on the account of the church for all business when present and able.

6.3.6 Assistant Treasurer: The Assistant Treasurer's term of office shall be two years. The Assistant Treasurer shall perform the duties of the treasurer in his/her's absence or inability to serve as treasurer.

ARTICLE 7: LEAD PASTOR

7.1 The Lead Pastor shall be an ordained or licensed minister with credentials recognized by Church of God Ministries, Anderson, Indiana.

7.2 The Elder Board shall select a Lead Pastor to manage the business affairs and ministries of the church contingent on section 7.4. The Lead Pastor shall hold that office at the pleasure of the church membership or until he/she resigns or is removed from the office.

7.3 Duties of the Lead Pastor

7.3.1 The Lead Pastor shall be accountable for the church fulfilling its mission, in accordance with the guiding principles established by the Lead Pastor and the Elders.

7.3.2 The Lead Pastor shall be accountable to the Elders for the proper and legal conduct of the business of the church according to the policies established by the Lead Pastor and Board of Elders.

7.3.3 The Lead Pastor will work with the Elders and Staff (paid and volunteer) within the church to set and achieve missional goals each year. The Lead Pastor will provide oversight and guidance to the ministries of the church.

7.3.4 The Lead Pastor shall perform all of the duties inherent in the office of the pastor.

7.4 Selection and Removal

7.4.1 The selection of the Lead Pastor shall require an affirmative vote of three-fourths (3/4) of the voting membership at a regular or special meeting called for that purpose.

7.4.2 The removal of the Lead Pastor shall require the affirmative vote of three-fourths (3/4) of the voting membership at a regular or special meeting called for that purpose.

7.4.3 In the event that the Lead Pastor resigns or is to be removed, no less than sixty (60) days written notice shall be given to the church/pastor by the party desiring the dissolution. This shall not be necessary if a given date has been agreed upon by both parties.

7.4.4 In the event that the Lead Pastor engages in unethical, immoral or illegal behavior, not notice is required prior to removal.

ARTICLE 8: PAID STAFF

8.1 Selection and Removal: All paid staff, including associate pastors, directors, office staff, etc. will be hired and dismissed by the Lead Pastor, with the approval of the Board of Elders.

8.2 All paid staff members—including associate pastors, office staff, etc. will be accountable to the Lead Pastor, who in turn is accountable to the Board of Elders.

8.2.1. In the event that a staff member resigns or is to be removed, no less than sixty (60) days written notice shall be given to the church/staff member by the party desiring the dissolution. This shall not be necessary if a given date has been agreed upon by both parties.

ARTICLE 9: BOARD OF ELDERS

9.1 Membership

9.1.1 The Elder Board shall be comprised of at least five (5) persons. When new Elders are selected the Elder Board shall serve as the nominating committee. Elders will be ratified in the annual business meeting. The ratification of an Elder shall require the affirmative vote of three-fourths (3/4) of the voting membership at a regular or special meeting called for that purpose.

9.1.2 Elders shall be ratified on a balanced rotation basis for a term of three years.

9.1.3 Elders shall serve a term of three (3) years. They may serve two consecutive terms (6 years total). At the end of two terms they must step down for one year. Following their year off they may be nominated to serve on the board again.

9.1.4 In addition to those ratified by the congregation, the Lead Pastor shall serve as an ex officio member of the Elder Board.

9.2 Qualifications

9.2.1 Persons qualified to serve on the Elder Board must be members of the church in good standing. They must demonstrate support for the church and its leadership and commit to attending the meetings of the Elder Board.

9.2.2 Elders shall be selected on the basis of spiritual maturity, character, gifts, abilities, and experiences.

9.2.3 Elders must understand and support the Guiding Principles of the church.

9.3 Duties and Responsibilities

9.3.1 The Elder Board will provide broad parameters, resources, and sound financial management for the accomplishments of the church's mission as outlined in the Guiding Principles that it develops.

9.3.2 Transact any business as may be referred to the Elder Board at an annual or special called meeting.

9.3.3 In the event that the Lead Pastor position becomes vacant, the Elders will serve as the search committee. In addition to elders, the board shall recruit two (2) representatives from the congregation: one representing the youth (Jr. or Sr. High) and one representing the general congregation, to serve on the search committee.

9.3.4 Create, amend and repeal Guiding Principles, policies and procedures.

9.3.5 Create and establish, with guidance from the Lead Pastor, job descriptions and contracts for all paid staff, to be reviewed annually.

9.3.5 Assist, encourage and support the accomplishment of the church's mission.

9.3.6 Create the annual budget and present it to the congregation for ratification.

9.3.7 Appoint the nominating committee, consisting of two (2) Elders, two (2) Trustees and two (2) members of the congregation, who will in turn appoint church officers, committee leaders and elders for ratification at the annual business meeting of the church.

9.3.8 Maintain oversight of property of every kind owned by the church and transact any business as may be referred to the Elder Board at an annual or special meeting and any other business as may properly come before the Elder Board.

9.4 Meetings

9.4.1 The Elder Board shall meet at least once each calendar quarter. In addition to this, they may meet as often as they deem necessary to fulfill their duties and responsibilities.

9.4.2 A quorum for meetings of the Elder Board shall be a simple majority (3) of the voting members – with required presence (or consent) of the Lead Pastor.

9.4.3 Any decision ordered by a simple majority of the Elder Board present at a duly called meeting when a quorum (3) is present is an act of the Elder Board.

9.4.4 Special meetings may be called by the Chairperson of the Elder Board or the Lead Pastor or upon petition to the Chairperson or Lead Pastor by three of the Elder Board members. Notice of special meetings called will be given seven (7) days in advance of the meeting with the business of the meeting stated in the notification.

9.5 Removal, Resignation and Vacancy

9.5.1 Any Elder may be removed for proper cause as defined by the policies of the Elder Board, at any time. Any member may resign at any time by giving written notice to the Chairman of the Elder Board.

9.5.2 Any resignation of an Elder will be effective upon receipt of their notification by the chairperson of the Elder Board, unless otherwise noted within the resignation notice.

9.5.3 Upon the notice of a vacancy, the Elder Board shall appoint a person to serve in that position until the next annual business meeting, at which time they shall submit a name to be ratified for the unexpired term.

9.6 Limitations – what the Elder Board cannot do.

9.6.1 The Board of Elders may not sell any church property (building or land) without the consent of the congregation.

9.6.2 The Board of Elders may not spend over two-percent (2%) of the annual budget without consent of the congregation.

ARTICLE 10: COMMITTEES

10.1 The Elder Board may establish such teams, committees, etc., as it deems appropriate and necessary.

10.2 Members of ad hoc committees need not be voting members of the church.

10.3 Task assignments that are appointed, recommended, or delegated to a committee shall function under the direction of the Lead Pastor.

ARTICLE 11: PLAN FOR DISSOLUTION

11.1 Upon the dissolution of the church any assets remaining after payment or provision for payment, of all debts and liabilities of this corporation shall be distributed to the General Assembly of the Church of God in Michigan, Inc.

11.2 Such distribution shall be implemented in accordance with the applicable provisions of the laws of the State of Michigan and the membership of the church.

ARTICLE 12: AMENDMENTS

12.1 These By-Laws may be altered, amended, or changed by a majority vote of the quorum at a duly called church business meeting provided that a copy of the proposed alteration, amendment, or change, and a notice that action will be taken thereon, shall be shared publicly in a regular service of the church and posted on the bulletin board of the church at least seven (7) days prior to such regular or special business meeting.

12.2 The adoption of the new/revised Constitution and By-Laws automatically repeals all former rules and by-laws of the church.