

**UNION CONGREGATIONAL UNITED CHURCH OF CHRIST**  
**BY-LAWS**

ARTICLE I. NAME

The name of this church shall be the UNION CONGREGATIONAL UNITED CHURCH OF CHRIST.  
(Incorporated March 29, 1852 and recorded in Monroe County Clerk's Office in the Religious Corp.  
docket as the Union Congregational Society of Churchville Inc.)

ARTICLE II. PURPOSE

The avowed purpose of this church shall be to worship God, to preach the gospel of Jesus Christ, and to celebrate the Sacraments; to realize Christian fellowship and unity within this church and the Church Universal; to render loving service toward mankind; and to strive for righteousness, justice and peace.

ARTICLE III. POLITY

This church shall be a part of the United Church of Christ and it shall sustain that relationship to the United Church of Christ described in those portions of the Constitution and By-Laws of the United Church of Christ adopted July 4, 1961 relating to local churches.

The government of this church is vested in its members, who exercise the right of control in all its affairs, subject, however, to Laws of the State of New York relating to ecclesiastical corporations.

In the event that for any reason this church be dissolved, its remaining assets shall revert to the New York State Conference of the United Church of Christ.

## ARTICLE IV. FAITH AND COVENANT

Faith-- This church acknowledges as its sole Head, Jesus Christ, the son of God and the Savior of man. 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 the Protestant Reformers. It affirms the responsibility of the church in 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. One expression of this faith is:

### “STATEMENT OF FAITH”

“We believe in God, the eternal Spirit, Father of our Lord Jesus Christ and our Father, and to his deeds we testify:

He calls the world into being, creates man in his own image and sets before him the ways of life and death.

He seeks in holy love to save all people from aimlessness and sin.

He judges men and nations by his righteous will declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Lord, he has come to us and shared our common lot, conquering sin and death and reconciling the world to himself.

He bestows upon us his Holy Spirit, creating and renewing the Church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races.

He calls us into his Church to accept the cost and joy of discipleship, to be his servants in the service of men, 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.

He promises to all who trust him forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, his presence in trial and rejoicing, and eternal life in his kingdom which has no end.

Blessing and honor, glory and power be unto him. Amen.”

COVENANT - We covenant one with another to seek and respond to the Word and the Will of God. We intend 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 those who have gone before us, 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.

Bylaws – revised and passed 11/10/2019

## ARTICLE V. MEMBERSHIP

The members of this church shall be persons who have made public acceptance of its covenant (a) on presentation of letters of transfer from other churches; or (b) if letters are not available by reaffirmation of faith; or (c) on confession of faith and baptism.

- A. Reception: New members shall be received at a church service. If unable to attend, they may be received in absentia.

Members shall pledge themselves to attend the regular worship of the church and the celebration of the Lord's Supper; to live the Christian life; to share in the life and work of the church; to contribute to its support and benevolence; and to seek diligently the spiritual welfare of the membership and the community.

- B. Termination of Membership: All terminations or transfers of membership shall be recorded by the clerk and shared with the Church Council and Board of Deacons

Any member may, upon request, be granted a letter of transfer

A member whose address has long been unknown or who for a period of two years, in spite of spiritual care, has not attended the church's worship or contributed to its support, may be removed from the active membership roll and the name placed on the inactive roll by the Board of Deacons.

- C. Restoration of Membership: Any person whose membership has been terminated may be restored at their request.

## ARTICLE VI. SERVICES AND MEETINGS

The services and meetings of the church shall be as follows:

- A. Worship Services: Services of worship shall be held at regularly designated hours each Sunday except when temporarily suspended by a majority vote of members attending a regularly called congregational meeting. Other services of worship, inspiration and prayer may be held as determined by the pastor and the Board of Deacons.

Individual services of worship may be cancelled because of extreme catastrophe or weather conditions by a majority vote of the Board of Deacons or Board of Trustees. Communication of such action will be transmitted to the congregation.

1. Holy Communion: The sacrament of the Lord's Supper which is the "Innermost Sanctuary of the whole Christian worship" shall be celebrated in connection with the significant festivals of the church year (Christmas, Ash Wednesday, Maundy Thursday, Easter, Pentecost, and World Wide Communion Sunday) and at other times as the Board of Deacons may determine.

Any member of the congregation may request of the pastor a private service of the Lord's Supper in cases of serious illness, invalidism, or special need.

2. Baptism: The baptism of adults and the baptism or consecration of children shall be administered at such time as the pastor, or in his absence the Deacons, may appoint.

B. Business Meetings

1. Annual Meeting: the Annual Meeting shall be held in the church on the Second Sunday in November to adopt the annual budget, to elect officers and transact any other business that may come before the meeting.

2. Special Meetings: Special meetings<sup>1</sup> for business may be called by the Board of Trustees, Board of Deacons or the Church Council. The nature of the business to be transacted shall be stated in the call.

3. Rules and Regulations:

- a. Notices: Notices for the Annual and Special Meetings shall be read from the pulpit and/or printed in the church bulletin on two successive Sundays immediately preceding said meeting.
- b. Quorum: A quorum shall consist of 25 voting members present.

- c. Voting: Elections shall be by show of hands, except as otherwise stated in the By-Laws. Unless otherwise required a majority vote of those members present is decisive. All members of the church are entitled to vote.
- d. Official Year: the official year of the church shall correspond to the calendar year.
- e. Continuity: All officers, boards, committees elected at the Annual Meeting shall assume their duties immediately and continue until their successors are elected.
- f. Moderator: A moderator shall be elected at each meeting to serve for that meeting.
- g. Order of Business: The order of business at the Annual Meeting shall be as follows:
  - Call to order by the Clerk
  - Read Call
  - Ascertain Quorum
  - Election of Moderator
  - Appointment of two tellers
  - Minutes of the last meeting
  - Nominating Committee Report
  - Election of Clerk and Council Leader as well as board and committee members
  - Approval of the Current Expense Budget for the following year
  - Approval of the Benevolence Budget for the following year
  - Adjournment with prayer

## ARTICLE VII. OFFICERS

The officers of the church shall be the following:

- A. Pastor: The pastor shall be called for an indefinite time by two-thirds vote of the church as hereinafter provided.

The pastor shall be responsible for the spiritual welfare of the church with the assistance and cooperation of the congregation, specifically the Board of Deacons. The pastor shall: enlist

men and women as followers of Christ; preach the gospel; administer the sacraments; plan and provide all services of public worship; administer the activities of the church in cooperation with the various boards and committees; and form a well-rounded program in cooperation with the Church Council. The pastor may make recommendations to the Pastor Parish Relations Committee with regards to the future of the church. The pastor shall be an advisory member of all boards and committees and report to the deacons.

- B.** Church Council Leader: A Church Council leader shall be elected at the annual meeting to serve for one year, or until a successor shall be elected. The Church Council leader may also be a member of any church board or committee.

The Church Council leader will convene the Church Council, coordinate the activities of the various boards, committees and groups and report to the congregation.

- C.** Clerk: A clerk shall be elected at each annual meeting to serve for one year, and until a successor shall be elected. The clerk shall report to the Church Council.

It shall be the duty of the clerk to keep a record of all the proceedings of the church including the minutes of each business meeting. The clerk shall include a synopsis of the minutes of each business meeting in the next church newsletter. The clerk shall, along with the secretary, keep a register with addresses of the members of the church, with dates and modes of their reception and removal, also a record of baptisms, marriages, and deaths. The clerk shall report changes in membership to the church secretary, the Deacons, and the Church Council. The clerk shall issue letters of transfer and certificates of dismissal. The clerk shall preserve on file all written official reports; give legal notices of all meetings; call all corporate meetings to order and preside over the election of a moderator; submit to the church's secretary for publishing annually an updated church membership list.

- D.** Treasurer: A treasurer shall be appointed by and report to the Board of Trustees and serve until a successor shall be appointed.

The treasurer shall receive all current expense money from the assistant treasurer, and other monies of the church. Monies received shall be deposited in such depository as the trustees shall order. Under direction of the trustees the treasurer shall have custody of all papers relating to the property of the church, shall pay the bills of the church after approval by the trustees and keep an accurate account of all receipts and disbursements. The treasurer shall be an advisory member of the Board of Trustees and of the Memorial Fund Committee and shall assist in preparing the annual budget for current expense funds.

- E. Assistant Treasurer: An assistant treasurer shall be ~~hire~~ appointed and supervised by the Board of Trustees. A monthly offering audit will be conducted by a member of the Board of Trustees.

The assistant treasurer shall receive all payments on current expense and benevolence subscriptions and church school collections; take charge of all offerings and special collections; keep an accurate account with each subscriber; pay all current expense moneys to the treasurer; furnish subscribers with statements of their accounts.

The assistant treasurer shall disburse all benevolence funds of the church in accordance with the standing orders of the church benevolence budget or special orders from Benevolence Committee. The assistant treasurer shall report to the Benevolence Committee and Board of Trustees.

## ARTICLE VIII. BOARDS AND COMMITTEES

It shall be the duty of each retiring chairman of the various boards and committees to call an organizational meeting for the purpose of electing a successor.

### A. Church Council

The Church Council shall consist of: the Pastor, all elected officers, Church Council Leader, Clerk, Treasurer, Asst. Treasurer, Director of Music, Christian Education Coordinator (if there is one), a Conference Delegate and also a representative from each elected Board or Committee: Deacons, Trustees, Benevolence, Christian Enlistment, Memorial, Nominating, Pastor Parish Relations, Sanctuary Flower and Christian Education (if no coordinator). There will also be two youth representatives and an at large member chosen by the Council. The Pastor and Council Leader will be non-voting members. In case of a tie, the Council Leader will vote. Representatives of other active groups, such as Dress A Girl, Work Group, Scrip, and Women's Fellowship are encouraged to be part of the Church Council as non-voting members.

The Church Council shall meet four times a year. The council may also meet on special call of the Pastor or the Council Leader.

The purpose of the Church Council is to: Plan and recommend activities that support the Mission Statement of Union Church, and to be a forum for members to share plans, ideas, church problems, programs and activities, thereby enhancing communication between all boards, committees, groups and

the congregation.

The Church Council shall be responsible for; insuring each committee reviews their By-laws annually, reviewing the Safe Church Policy annually, and submitting a comprehensive report to the congregation annually.

- a. Annual Delegates: At the Annual Meeting, the church's quota of delegates shall be elected: to the State Conference of the United Church of Christ, to the Genesee Valley Association of the New York Conference of the United Church of Christ, and to such other conferences or meetings to which the congregation is entitled to official representation.

A maximum expense for each delegate may be determined by the Board of Trustees. An oral report after each conference or meeting shall be given to the Church Council and a written report must be submitted for the Annual Report.

#### B. Board of Trustees:

The Board of Trustees shall consist of seven members elected for terms of three years, in such a manner that some terms expire annually.

Meetings of the Board of Trustees shall be held monthly and/or upon call of the chairperson or any two members of the board, to all trustees. The board shall elect its own chairperson and a majority of the whole number shall constitute a quorum. The treasurer shall be an advisory member of this board.

The duties of the trustees shall be as follows: to have the care and custody of the property of the church and have charge of the financial affairs; to approve all bills for payment by the treasurer; to designate the last day of the month for payment of all salaried personnel; except Pastor and Secretary will be paid on the 15th and 30th of each month (February 28th); and to prepare the current expense budget to be approved for recommendation to the Church Council. The trustees shall instruct the treasurer to prepare an annual statement to be printed and distributed to the church membership as part of the annual reports. The trustees shall appoint an auditor annually and shall hire, supervise and dismiss a church secretary, a church sexton, Treasurer and Assistant Treasurer as conditions warrant. The trustees shall have no power to call, remove or to fix salary of a minister; mortgage, lease or transfer property or to incur any debts, beyond what is necessary for the current normal administration of the temporal affairs of this church.



The trustees shall have the responsibility of oversight and direction of the Memorial Committee and shall recommend in consultation with this committee, disbursements from the Memorial Fund, to be decided by vote of the church as hereinafter provided. This board shall report annually.

The trustees shall have the responsibility for oversight of the Christian Enlistment Committee. The chairperson of the Enlistment Committee shall be an advisory member of the Board of Trustees.

Other committees may be appointed by the trustees as needed.

1. Memorial Committee: The Memorial Committee shall consist of at least two members elected for terms of three years, in such manner that all terms do not expire at the same time. The chairperson of the trustees shall be an ex-officio member of this committee. The senior member of this committee shall be its chairperson.

The duties of this committee shall be to encourage gifts and legacies to the church to be placed in special funds known as the Memorial Fund, Restoration Fund, or Endowment Fund. They shall also maintain Memorial Record Books in which all gifts and bequests are to be recorded; to make appropriate written acknowledgment of all such gifts; and to keep a permanent record of all expenditures from this fund in accordance with ARTICLE XII, Section C; to report annually all receipts, expenditures, and the balance of funds remaining, both designated and undesignated. In the event gifts other than money should be received by the church, this committee shall make suitable recognition and record in their record books.

- a. Special Gifts and Endowments:

The purpose of the Special Gifts Endowment Fund is to enhance the ministry of our church apart from the general operation of the congregation. No portion of the income generated by the Fund shall be used for the annual operating budget of the congregation. All principal amounts will be retained and only the income expended except where authorized otherwise in the terms of the gift, or as provided in the Committee By-Laws.

This committee shall report to the Board of Trustees as requested.

2. Christian Enlistment Committee: The Christian Enlistment Committee shall consist of three members elected for terms of three years in such a manner that the term of one member shall expire annually. The committee shall elect its own chairperson. The chairperson shall be an advisory member of the Board of Trustees and at the request of the Trustees shall either report to or attend regular meetings of the Board.

It shall be the duty of this committee to oversee the stewardship program of the Church. The committee shall report annually to the Board of Trustees.

### C. Board of Deacons:

The Board of Deacons shall consist of up to seven members elected for terms of three years in such a manner that some terms shall expire annually. The Board of Deacons shall elect its own chairperson.

1. The pastoral duties of the Board of Deacons shall be as follows: to cooperate with the pastor in the ministering to the spiritual interests of the congregation; to assist the pastor in the preparation and the administration of the Lord's Supper; to assist in the administration of baptism; to visit the sick and needy; to call upon new members and introduce new families into the church, and to select and recommend participants on the Pastoral Search Committee to the Church Council

#### a. Search Committee:

Pastoral Selection Committee: It shall be the responsibility of this committee, to seek a candidate for a vacancy in the office of pastor. The Search Committee shall be comprised of seven diverse representatives of the various interests of the Church, including the Deacons, Trustees and Christian Education.

The committee shall report to the congregation their progress on a regular basis. This committee shall present to the church the name of the candidate it recommends to fill the vacancy.

#### b. Parish Relations Committee:

Pastoral-Parish Relations Committee: It shall consist of three members elected for terms of three years, elected in such a manner that the term of one member shall expire annually. This committee shall elect its own chairperson and be responsible to the Board of Deacons.

The duties of this committee are to examine the pastor's performance over the past year and make recommendations as to his/her strengths and weaknesses. The pastor, likewise, may make recommendations to the committee with regards to the future of the church. It shall also make recommendations to the

deacons regarding remuneration for the coming year. It shall also be the responsibility of this committee for serving as a mediator between pastoral staff and/or the pastor and parishioners, as well as provide support and feedback to the pastor

2. The clerical duties of the Board of Deacons shall be as follows: to examine annually the entire membership roll and instruct the clerk as to subsequent revisions; to ascertain whether the vital statistical records of the church are properly kept; to give the clerk the annual attendance in worship services; and to make an annual report to the congregation.
  
3. The worship duties of the Board of Deacons shall be as follows: to maintain order and a proper physical atmosphere at all services of worship; to provide greeters and adequate ushering at all services; to provide for a worship leader in the absence of the pastor; to cooperate with programs in Association, Conference, and General Synod of the United Church of Christ; to be responsible for supplemental worship events, celebrations or activities in conjunction with other church boards and /or committees.
  
4. Duties of the Board of Deacons related to direction of other programs and committees shall be as follows: to be responsible for the music program of the church; to hire an organist and a director of music; and to oversee/direct the Sanctuary Flower Committee whose chairperson shall report to the board as requested: and to oversee other committees as follows:
  - a. Music Program: Such director will prepare a music budget each year and direct the disbursement of funds from the music budget.
  
  - b. Sanctuary Flower Committee: The Sanctuary Flower Committee shall consist of three members elected for terms of 3 years, elected in such a manner that the term of one member shall expire annually. The senior member of this committee shall be its chairperson and shall be responsible for receiving and disbursing funds related to the performance of its duties.

The responsibilities of the Sanctuary Flower Committee are to: provide altar flowers every Sunday; water any green plants; supply a rosebud for each new baby born to a member of the congregation; place announcements in the bulletin for: (a) flowers given for any special occasions or as a memorial; (b) rosebuds; (c) flowers from weddings and funerals (if known ahead of time); (d) notices for ordering and the purchase of Easter lilies and Christmas poinsettias; (e) place lilies at Easter and poinsettias at Christmas; sponsor and purchase

necessary supplies for the Hanging of the Greens which is held on the first Sunday of Advent and for any advent activities that may take place that year. Notices for ordering lilies and poinsettias are to be put into the church newsletter at least one month prior to the deadline for ordering. The committee shall help organize and decorate the church the first weekend of advent and help in the removal of such decorations after Christmas.

Report shall be made to the Board of Deacons annually.

- c. Nominating Committee: The Nominating Committee shall consist of three members elected for terms of three years, in such a manner that the term of one member shall expire annually. This committee shall elect its own chairperson and meet at least quarterly.

This committee shall prepare a slate nominating one person for each elective office to be filled at the Annual Meeting. Such nominations shall be printed and available at the church not later than two Sundays previous to the Annual Meeting. The report thus prepared shall be the official slate at the Annual Meeting, provided always that any voter may request a ballot and write in the name of any eligible person, and that the right of a member to make a nomination from the floor shall always be recognized. The consent of persons whose names are to be proposed shall be obtained before the slate is printed. Salaried personnel may serve as advisors to the committee, but not as members.

This committee shall be responsible for filling vacancies that occur in any elective office, board, or committee of the church. In addition, the committee will conduct a Time and Talent survey annually with the assistance of the technology task force. Appointment to fill vacancies shall be voted on at the next annual meeting.

- d. Christian Education Committee: The Christian Education Committee shall consist of four members, elected for a minimum of one year. This committee shall elect its own chairperson.

This committee shall coordinate all formal educational activities of the church, including all church school activities, youth fellowship, adult education classes and programs, summer junior church, vacation bible school, and any other formal educational activities as may be implemented. The committee shall be responsible for the enlistment of church school teachers and substitutes; the selection and annual evaluation of a Coordinator of Christian Education; the

preparation of the Christian Education budget; and the review and adoption of all curriculum and materials used. The chairperson shall report the average attendance to the Church Clerk yearly.

If an Education Coordinator is hired, he/she along with the Christian Education Committee (if needed) is responsible for enlistment of teachers and substitutes and reviewing and adoption of all curriculum and materials used.

- e.) Benevolence Committee: The Benevolence Committee shall consist of a minimum of three members elected for terms of two years, elected in such a manner that the term of one member shall expire annually. This committee shall elect its own chairperson and report to the trustees.

The purpose of the Benevolence Committee is to oversee preparation of the Annual Benevolence Budget and the distribution of expenditures from it; to draw attention to benevolence in the church; to provide educational experiences for the congregation about where and how our benevolence dollars are used; and to encourage a higher level of giving. The committee publicizes All-Church appeals such as: One Great Hour of Sharing, Neighbors in Need, Veterans of the Cross (Christmas Fund), Strengthen the Church and other missions of need.

In the event of a discrepancy between the Proposed Benevolence Budget and actual pledging to that budget to actual income projections, the committee will determine where to make cuts or propose and implement fund raising efforts to meet the shortfall.

The committee shall report to the Deacons annually.

#### ARTICLE IX. ELIGIBILITY FOR OFFICE

To serve as a Deacon or a Trustee, a person shall be a member in good standing of this congregation. To serve as chair of the Deacons or Trustees, one must have served on this board for one year. To be a chairperson of a board, a committee or to serve as council leader one must have been a member in good standing for at least two full years.

All officers of church-related boards or committees must be members in good standing of the church. A person who has served as a member of the Board of Trustees or Board of Deacons may not serve more than two consecutive terms on that board. For the other boards and committees, a person shall be eligible to succeed himself/herself.

#### ARTICLE X. AUXILIARY ORGANIZATIONS

All organizations connected with the church and using its equipment are under the general supervision of the Board of Trustees.

The Trustees shall ensure that a Church Use form is filled out annually and kept on file for any group using the church.

They shall adopt no policies that are in disharmony with the generally established policies of the church.

#### ARTICLE XI. ELECTION, TERMINATION AND SALARY OF PASTOR

The pastor of this church shall be called or removed and the pastor's salary fixed only by a ballot vote of two-thirds majority of the members duly qualified to vote at elections, present and voting at a meeting of such corporation specially called for that purpose, in the manner provided for the call of special meetings.

In the call, the terms of the relationship shall be stated, including the agreement of the church to participate in the Pension Fund of the United Church of Christ, the Health Insurance Program, and other terms agreed between the candidate and the committee. The minister, the church, the Genesee Valley Association (GVA), and the New York Conference shall each receive a copy of the call.

When a minister accepts a call to this church, the church and the minister shall join in requesting the GVA to arrange for a service of installation or recognition.

While the tenure of the pastor shall be indefinite, the congregation may at any time, by a two-thirds vote at a meeting called for the following purpose, request the pastor's resignation for causes which have been placed in writing and given to the pastor at least two weeks prior to the special meeting, with the expectation that it will be presented and take effect within ninety days. A pastor will give ninety

days' notice in case he/she wishes to leave of his/her own volition, but in case of loss of ministerial standing on the part of the pastor, relations shall cease at once. Notice of termination of the relationship shall be sent by the clerk to the New York Conference Executive and to the GVA for appropriate action.

The congregation may at its discretion, and in consultation with the pastor, choose an associate or assistant pastor, or a student assistant.

## ARTICLE XII. FINANCES

- A. Offerings: Opportunity shall be offered to all members of the church and congregation to make written pledges ordinarily under the Christian Enlistment Program. The designation of monies for current expenses, benevolences and specific objects shall be in accordance with budgets and plans approved by vote of the church. Offerings for special purposes may be taken from time to time as designated by the pastor, in consultation with the Trustees or the Church Council.
- B. Apportionment: The church shall cooperate with the churches of the Association and State Conference under what is known as the apportionment plan. Likewise, the trustees shall include in the budget of the church the "per capita contribution" for the expense of the Association, the State Conference and the General Synod of the United Church of Christ.
- C. Memorial Fund/Restoration Fund/Endowment Fund: All legacies heretofore and hereafter received shall be set aside in the Memorial Fund, Restoration Fund, ~~and~~ **or** Endowment Fund. All gifts in the form of memorials shall be added to these funds. These funds shall be deposited in the name of the church in separate accounts by the treasurer, under order of the trustees, with a savings bank or trust company incorporated under the laws of the State of New York.

All income and interest shall be accumulated, but may be expended as hereinafter provided.

In the event a legacy is designated for a particular purpose it shall be accepted at the discretion of the trustees and if so accepted it shall be administered by the trustees in accordance with the direction of the donor. Gifts for a particular purpose shall be

accepted at the discretion of the trustees and if so accepted, shall be administered by the trustees in accordance with the direction of the donor.

Monies designated for a particular purpose by the donor or donor's family may be used for the designated purpose upon review and approval by the Memorial Committee and the Board of Trustees after notice is given to the donor or donor's family. Notice of this use shall be published in the bulletin and newsletter.

If the undesignated amount to be used is three thousand dollars (\$3,000) or less it may be expended by the Trustees without a vote of the congregation. If the undesignated amount to be used is greater than three thousand dollars (\$3,000), a two-thirds vote of an Annual or Special Congregational meeting is required for approval

### ARTICLE XIII. AMENDMENTS

The By-laws may be amended by a two-thirds (2/3) affirmative vote of the members present and voting at any Annual Meeting or at a special meeting called for the purpose. The proposed changes shall be available to the congregation in writing one month before the meeting. Notice of the nature of the proposed amendments shall be read from the pulpit on two (2) Sundays preceding this meeting. Any member may submit to the Church Council a proposed change to this Constitution and By-laws in writing. The Clerk shall publish the text of the proposed change at least one month prior to the Annual Meeting.

It shall be the responsibility of the Church Council to appoint a temporary committee to review the By-laws every five (5) years.

#### Amendment 1 - Absentee Ballot for Congregational Meetings.

Notice of Congregational Meetings are posted three weeks before the meeting. Any member who knows they cannot attend the meeting can receive an absentee ballot from the church office by calling and requesting a ballot be mailed to them. The ballot should reflect all voting items, so all involved boards and committees must provide the necessary information to make up the ballot a month before the meeting. The church office shall report the name of the requestor to the clerk.

This ballot shall reflect all items to be voted upon. The completed ballot shall be returned to the church office (14 North Main, Churchville, NY, 14428 - % UCC Clerk). This Ballot must be



received by the church office by the Friday before the Congregational Meeting. The ballot shall be given to the Clerk before the start of the Meeting. [Absentee ballots cannot be used to ascertain a quorum].