

# BY-LAWS OF THE STORRS CONGREGATIONAL CHURCH, INC., UNITED CHURCH OF CHRIST

EFFECTIVE MARCH 29, 2009

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## ARTICLE I. NAME

The name of this Church (founded in 1737 under the name of the Second Ecclesiastical Society of Mansfield) is the Storrs Congregational Church, Incorporated: United Church of Christ.

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## ARTICLE II. PURPOSE

The purpose of this Church shall be to bind together the followers of Jesus Christ for the worship of God and to make God's will dominant in their lives, individually and collectively, especially as that will is set forth in the life, teachings, death, and resurrection of Jesus Christ.

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## ARTICLE III. POLITY

- Section 1. Divine Guidance.** This Church acknowledges Jesus Christ as its head, and finds in the Holy Scriptures, interpreted by the Divine Spirit through reason, faith, and conscience, its guidance in matters of faith and discipline.
- Section 2. Government.** The government of this church is vested in its members, who exercise the right of control in all its affairs, subject in legal matters to the articles of incorporation granted by the Secretary of the State of Connecticut.
- Section 3. Affiliation.** While this Church is amenable to no ecclesiastical judicatory, it is a member of the United Church of Christ, accepting the obligations of mutual counsel, comity, and cooperation implied by that membership, and pledging itself to share in the common aims and work of that body.

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## ARTICLE IV. DOCTRINE

- Section 1. Authority.** This Church recognizes the Bible as the sufficient rule of faith and practice, and holds that living in accordance with the teachings and spirit of Jesus Christ is the true test of fellowship. Each member shall have the undisturbed right to follow the Word of God according to the dictates of conscience, under the enlightenment of the Holy Spirit. The following statement of faith, therefore, is not a test but an expression of the spirit in which the Church interprets the Word of God.
- Section 2. Faith.** We accept the United Church of Christ Statement of Faith: "We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds we testify: You call the worlds into being, create persons in your own image, and set before each one the ways of life and death.
- You seek in holy love to save all people from aimlessness and sin. You judge people and nations by your righteous will declared through prophets and apostles. In Jesus Christ, the man of Nazareth, our crucified and risen Savior, you have come to us and shared our common lot, conquering sin and death and reconciling the world to yourself.
- You bestow upon us your Holy Spirit, creating and renewing the Church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races.
- You call us into your Church to accept the cost and joy of discipleship, to be your servants in the service of others, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ's baptism and eat at his table, to join him in his passion and victory.
- You promise to all who trust you forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing, and eternal life in your realm which has no end.
- Blessing and honor, glory and power be unto you. Amen."
- Section 3. Covenant.** We are united in striving to know the will of God as taught in the Holy Scriptures, and in our purpose to walk in the ways of the Lord, made known or to be made known to us. We hold it to be the mission of the Church of Christ to proclaim the gospel to all people,

exalting the worship of the one true God and laboring for the progress of knowledge, the promotion of justice, the reign of peace, and the realization of human fellowship. Depending, as did our ancestors, upon the continued guidance of the Holy Spirit to lead us into all truth, we work and pray for the transformation of the world into the kingdom of God; and we look with faith for the triumph of righteousness and the life everlasting.

**Section 4. Open and Affirming Statement.** The congregation of the Storrs Congregational Church declares itself to be an Open and Affirming Church. In declaring our openness, we reaffirm the principles of our Church Covenant: proclaiming the gospel to all people, exalting the worship of the one true God, promoting justice and peace, and working toward the fellowship of all God's people.

Believing that each of us is unique and blessed with special talents from God, each a creation of God's love, alike and yet different, we open our doors and our ministry to all. We accept into full participation in the life of this Church: people of any age, economic status, gender, marital status, race, sexual orientation, and physical, emotional and mental capability. Guided by God's unconditional love, we will actively seek to discover and minister to the physical and spiritual needs of each individual, providing services and funding as we are able.

By declaring itself to be an Open and Affirming Church, the Storrs Congregational Church recognizes that, as a Church family, we are bound together in covenant and Christian love. As a community, we will work to put aside all prejudices and to affirm and promote the worth and dignity of each person.

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#### **ARTICLE V. MEMBERSHIP**

**Section 1. Members.** Persons who are not members of any Christian church may become members of this Church by confession of faith. Members of any other Christian church may become members of this Church by letter of transfer or by reaffirmation of faith.

**Section 2. Associate Members.** Students or other persons who participate in the activities of this Church, and who, because of the temporary nature of their expected residence in the community, wish to retain membership in other Christian churches, may become associate members. They shall have the same rights and responsibilities as members. Other persons may also receive this status under exceptional circumstances, on approval of the Board of Deacons.

**Section 3. Admission of Members and Associate Members.** After meeting with the minister(s) to become acquainted with the by-laws and the programs of this Church, a person shall become a member or associate member by joining with the congregation in reading the Covenant at a scheduled Church service. In an unusual circumstance, such as prolonged illness, a person who is unable to appear at a Church service may be admitted to membership *in absentia*.

**Section 4. Responsibilities of Membership.** Members are expected, to the best of their ability, to attend the regular services of worship, to contribute financially to the support of the Church and its benevolences, to participate in its life and work, and to manifest their faith in their daily living.

**Section 5. Inactive Members.** A member who has not responded to any communications from this Church for two consecutive years may, by vote of the Board of Deacons, be placed on an inactive list and shall then not have the right to vote or hold office. An inactive member shall be reinstated as a member upon making a written request to the Board of Deacons.

**Section 6. Termination of Membership.** A member of this Church may terminate membership upon sending a written resignation to the Board of Deacons. Any member desiring to leave this Church and join another may request a letter of transfer from the Board of Deacons. The membership of associate members shall automatically terminate upon their leaving the community, and they shall not be issued letters of transfer. Persons who have been on the inactive list for three years may have their membership terminated by action of the Board of Deacons.

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**ARTICLE VI. THE MINISTER AND THE ASSISTANT/ASSOCIATE MINISTER(S)**

**Section 1. Ministerial Search Committee.** When a vacancy occurs on the ministerial staff, the Church shall elect a Ministerial Search Committee of no fewer than nine and no more than twelve individuals to seek a replacement. The Council shall invite, through multiple avenues and by a published date, certain nominations from the membership at large. From among these nominations and its own deliberations, the Council shall prepare a slate of no fewer than nine and no more than twelve individuals who represent a broad cross section of the Church, all of whom are members or associate members. Members of the Council and of other boards and committees shall be eligible for nomination to the search committee. After determining the nominees' willingness to serve, the Council shall call a meeting of the Church to present the slate of nominees for approval. The names of the nominees shall appear in the call to the meeting. Should the meeting membership reject the slate, the Council shall solicit input and reform the slate for presentation to a subsequent meeting.

The Ministerial Search Committee shall choose its own presiding officer and adopt its own rules of operation. The Search Committee shall be responsible to and periodically report to the Council, which in turn recognizes the need for the committee to maintain the confidentiality of both the candidate(s) and the committee. The duties and powers of the Search Committee may be terminated at the discretion of the Church. In the event that a committee member is no longer able to continue active participation on the committee, the Council may choose to appoint a new member to fill the vacancy created with consideration given to people previously nominated.

When the Search Committee has selected a candidate for the position of Minister or Assistant/Associate Minister, it shall introduce the candidate to the congregation and at a special meeting propose that the candidate be called to serve the Church. A two-thirds favorable vote by secret ballot of the members/associate members present at the meeting shall be necessary to call the candidate.

**Interim Minister.** When there is a need to appoint an Interim Minister, the Ministerial Relations Committee shall constitute the search committee. The Church Council may add additional members to the committee. When the search committee has selected a candidate for the position of Interim Minister, it shall introduce the candidate to the Council, which is authorized to confirm the candidate's call by a two-thirds vote of those Council members present.

**Section 2. Installation; Membership.** A Minister, having accepted the call, shall seek membership in this Church and in the Windham Association of the Connecticut Conference of the United Church of Christ. The Church shall invite the Association to participate in a service of installation or recognition.

**Section 3. Responsibilities.** The Minister shall be charged with the spiritual welfare of the Church. The Minister shall preach the gospel; administer the sacraments; oversee all services of public worship; administer the activities of the Church in cooperation with the various boards and committees; administer the day-to-day activities of the staff; call to order all meetings of the Church; and serve as an *ex officio* member, without vote, of the Council and of all boards and committees except the Ministerial Relations Committee.

**Section 4. Assistant/Associate Minister(s).** Upon recommendation of the Council, the Church may authorize one or more positions of the Assistant or Associate Minister by a two-thirds vote of those present and voting at a meeting in which this item appears in the call. Assistant or Associate Ministers shall be called in accordance with the provisions of Article VI, Section 1. Each such minister shall stand in the same pastoral relation to the Church as the Minister, but the Minister, with the advice of the Council and in consultation with the other minister(s), shall be responsible for determining the division of their duties, and for giving such counsel and guidance as the Minister may deem appropriate. Assistant and Associate Minister(s) shall be *ex officio* members, without vote, of the Council and of such other committees as may seem appropriate, except the Ministerial Relations Committee.

**Section 5. Termination.** Any minister who wishes to resign shall give 60 days written notice. The Church may request the resignation of a minister at any time by a two-thirds vote of the members and associate members present at a meeting called for that purpose, with the expectation that the resignation will be effective within 90 days. In the case of loss of ministerial standing on the part of a minister, termination will be effective immediately.

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## **ARTICLE VII. OFFICERS AND DELEGATES**

**Section 1. General.** The officers of the Church shall be the Council Chair and Vice Chair, the Treasurer and Treasurer-Elect, the Collector and Assistant Collector, the Clerk, the Moderator, the Vice-Moderator, and the Historian. All officers must be members or associate members of the Church. If an officer wishes to resign, the officer should send a written notice to the Council Chair.

**Section 2. Council Chair.** The at-large member of the Council in the third year of office (see Article VIII, Section 1) shall be the Council Chair. The Council Chair shall be the chief administrative officer of the Church. The duties of the Chair shall include convening and chairing Council meetings; supervising and coordinating the work of the Church in cooperation with the Minister and other staff members; and being principal signatory on legal instruments of the Church. In the absence of the Clerk, the Chair shall issue the call for meetings of the Church.

**Section 3. Vice Chair.** The at-large member of the Council in the second year of office shall be the Vice Chair (see Article VII, Section 1). The Council Vice Chair shall assist the Chair and serve in the absence of the Chair.

**Section 4. Treasurer and Treasurer-Elect.**

**a. Duties.** The Treasurer shall be a member *ex officio*, with vote, of the Board of Finance, the Council, and the Memorial and Special Gifts Committee, and without vote, of the Committee on Investments. The Treasurer shall be responsible for general financial oversight including keeping accounts of all Church fund receipts, disbursements, and balances; paying bills and salaries; managing all non-operating funds and investments; supplying a monthly financial report to the Board of Finance and the Council, monthly reports to each of the other Boards showing the current position of its operating budget, and an annual financial report on all Church funds to the Annual Business Meeting.

**b. Bookkeeper.** The Treasurer shall direct the activities of a bookkeeper who is responsible for preparation and posting of financial transactions, maintaining files, and preparation of reports. The bookkeeper shall not have signatory authority.

**c. Treasurer-Elect.** The Treasurer-Elect works with the Treasurer to learn the duties of the Treasurer and serves as back-up for the Treasurer as needed.

**d. Terms.** The Treasurer shall serve a three-year term and not be eligible for immediate reelection. The Treasurer-Elect shall be elected at the beginning of the third year of the Treasurer's term and at the conclusion of that year shall begin to serve a term as Treasurer.

**Section 5. Collector and Assistant Collector.** The Collector shall be responsible for the collection and deposit of all offerings and other receipts and the keeping of records of all contributions. The Assistant Collector reports to the Collector and may perform all the functions of the Collector. The Collector and Assistant Collector shall each be elected by the Church to a three-year term and may serve consecutive terms. The Collector shall recommend to the Board of Finance the appointment of counters to assist the Collector or Assistant Collector in the counting and reconciliation of receipts.

**Section 6. Clerk.** The Clerk shall be a member *ex officio*, with vote, of the Council and shall act as its secretary. Responsibilities of the Clerk shall include keeping a faithful record of the proceedings of the meetings of the Church and of the Council; posting the Council minutes on a Church bulletin board within ten days following each meeting; keeping a record of baptisms and marriages; issuing the call for meetings of the Church; and conducting correspondence and performing such other duties as usually pertain to the office of clerk of an assembly. The Clerk shall be elected by the Church to a three-year term and may serve no more than two consecutive terms.

**Section 7. Historian.** The historian shall keep a faithful record of important events in the life of the Church and maintain a file of all Church, Council, board and committee meeting minutes, annual reports, annual budgets, and other publications of the Church. The Historian shall be elected by the Church to a three-year term and may serve consecutive terms.

**Section 8. Moderator and Vice-Moderator.** The Moderator shall preside at all regular and special meetings of the Church. The Vice-Moderator shall preside in the absence of the Moderator. The terms of Moderator and Vice-Moderator shall be one year. They shall be eligible for successive terms.

**Section 9. Delegates.**

**a.** The Storrs Congregational Church sends delegates to the Connecticut State Conference and to the Windham Association.

**b. Membership and Election.** The number of delegates to state or regional associations shall be the number to which the Storrs Congregational Church is entitled. There shall be two alternates either of which may serve if one of the delegates is unable to attend a meeting. Delegates are elected at the Annual Business Meeting, shall serve for two years and may be reelected once. If a delegate wishes to resign, the delegate should send a written notice to the Council Chair. Vacancies shall be filled by the Council in accordance with Article VIII, Section 3d.

**c. Duties.** Delegates are responsible for attending meetings of the organization to which they represent the Church, reporting back to the Council and the congregation, and submitting an annual report to the Annual Business Meeting.

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## **ARTICLE VIII. COUNCIL**

**Section 1. Membership and Election.**

**a.** The Council shall consist of thirteen persons: one representative from each of the eight boards, chosen by members of the board in accordance with Article IX, Section 2; the Treasurer and the Clerk as ex officio members with vote, and three at-large members elected by the Church at the Annual Business Meeting. One at-large member shall be elected each year for a three-year term. Upon completion of their terms, at-large members shall not be eligible for election to any board or office until one year has elapsed. All Council members must be members or associate members of the church. The president of the Women's Fellowship and a representative of each Pastoral Relations Committee shall be ex officio members of the Council without vote.

**b.** If a member wishes to resign, the member should send written notice to the Council Chair. Vacancies on the Council shall be filled by the Council in accordance with Article VIII, Section 3d.

**Section 2. Organization.**

**a.** The at-large Council member in the third year of office shall be Chair. The at-large member in the second year of office shall be Vice Chair. The Clerk shall be Secretary. It shall be the responsibility of the Clerk to post the Council minutes on a Church bulletin board within ten days following each Council meeting.

**b.** The incoming Council Chair shall determine a time and place for regular meetings.

**c.** A quorum of the Council shall consist of six members.

**d.** Meetings shall be conducted according to *Robert's Rules of Order*.

**e. Personnel Committee.** The Personnel Committee shall be composed of the three at-large members of the Council. It shall carry out the personnel responsibilities of the Council between meetings and shall bring recommendations, as appropriate, to the Council for action.

**Section 3. Duties.**

**a. Policy and Management.** The Council shall supervise the overall work of the Church. It shall act for the Church in routine business matters between meetings of the Church and report its actions to the Church at the Annual Business Meeting. The Council shall refer all important matters to the Church for decision. It may appropriate funds supplemental to the annual Church budget in an aggregate amount not to exceed \$1,000 per year.

- b. **Personnel.** The Council shall appoint, provide general guidance to, and remove all members of the Church staff, including volunteer financial staff, except as provided for in Article VI. Section 5. The Council shall deal with all matters concerning the ministerial and non-ministerial staff, performance reviews/evaluations, and annual salary, benefits and expense recommendations, excepting those matters falling within the responsibilities of the Pastoral Relations Committee. (See Article X. Section 2). Council shall submit recommendations to the Finance Board prior to the Annual Budget Meeting.
- c. **Ad Hoc Committees.** The Council may appoint *ad hoc* committees and designate their duties. All such committees shall continue until completion of their responsibilities unless discharged by the Council.
- d. **Vacancies in Offices.** When a vacancy occurs in an elective office the Nominating Committee shall recommend one or more names from which the Church Council shall select a replacement who will serve to complete the original term of office. The Council may, after exhausting all reasonable initiatives in enlisting the active service of a board member, determine that a vacancy exists. Such a vacancy shall be filled by the same procedures already described.
- e. **Property.** Under the direction of the Church, the Council shall hold in trust all property, both real and personal. It shall have no power to buy, sell, mortgage, lease, or transfer real property without a special vote of the Church.

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**ARTICLE IX. BOARDS OF THE CHURCH**

**Section 1. Membership and Election.**

- a. Each Board shall have six members elected by the Church for three-year terms, two members to be elected each year. Upon completion of a full term, a Board member shall not be eligible for election to the same Board until one year has elapsed. All Board members must be members or associate members of the Church.
- b. If a Board member wishes to resign, the member should send a written notice to the Council Chair. Vacancies on Boards shall be filled by the Council in accordance with Article VIII, Section 3d.

**Section 2. Organization.**

- a. Within one week of the Annual Business Meeting, the incoming Council Chair shall convene the Boards for purposes of organization: to elect a Chair, a secretary, and a representative to the Council, and to determine a time and place of regular monthly meetings.
- b. A quorum for a Board meeting shall consist of three members. No action may be taken by any Board without the affirmative vote of at least three Board members.
- c. Board meetings shall be conducted in accordance with *Robert's Rules of Order*.

**Section 3. Special Committees.** With consent of the Council, a Board may appoint special committees whose membership shall not be restricted to that of the appointing Board. Such special committees shall report to the appointing Board unless otherwise instructed and shall be automatically discharged at the Annual Business Meeting of the Church. Members of a special committee may be re-appointed.

**Section 4. Board of Deacons.**

- a. **Duties.** The Board of Deacons, by reason of their spiritual maturity, shall assist the ministers in the pastoral care of the Church; shall provide for the maintenance of public worship and advise the ministers on its conduct; shall prepare and serve the Lord's Supper; shall assist in the enlistment and welcoming of new members; shall determine membership status; shall keep a register, with addresses, of the members of the Church, with dates and modes of their reception and removal; and shall issue letters of transfer.
- b. **Call to Care Ministry Committee.** The Call to Care Ministry Committee shall consist of the ministers ex officio, the Call to Care Coordinator who chairs the committee and four additional members appointed by the Board of Deacons annually at the Board's first meeting. The coordinator and members may be re-appointed.

- c. **Permanent Diaconate.** Each Deacon, at the completion of his/her term, shall be enrolled in the Permanent Diaconate, and shall continue a member thereof as long as he/she shall be a member of the Church. Members of the Permanent Diaconate may be called upon to assist the Board of Deacons in the performance of its duties.

**Section 5. Board of Finance.**

- a. **Membership.** In addition to the six members duly elected to the Board of Finance, the Treasurer shall be an *ex officio* member, with vote.
- b. **Duties.** The Board of Finance shall organize an annual canvass for funds. It shall propose an operating budget and submit it to the Church for adoption at the Annual Budget Meeting (see Article XI, Section 2). The budget proposal shall include a report of actual revenues and expenditures for the prior fiscal year and estimates for the current fiscal year. The Board may recommend the appropriation of money from the Major Projects Reserve Fund and other non-operating funds as appropriate. The Board shall provide for the monthly review of financial transactions and reports and reconciliation of bank statements and an annual financial review of the financial records of the Church. The Board shall establish policies for investment of church funds and management of non-operating funds within the limitations imposed by Article XIII. It shall appoint annually a three-person Committee on Investments (see Article X, Section 4) to advise the Treasurer in regard to investing or reinvesting funds. It shall appoint annually a Memorial and Special Gifts Committee of not more than seven persons, including the Treasurer *ex officio*, with vote (see Article X, Section 5). The Board shall approve counters on recommendation of the Collector and shall recommend a bookkeeper for approval by the Church Council.
- b. **Operating Budget Balance.** The Board of Finance and the Council shall recommend to the Church at the Annual Business Meeting the allocation of any operating fund balance remaining at the close of the prior fiscal year.

**Section 6. Board of Properties.** The Board of Properties shall be responsible for the general management of all buildings and grounds belonging to the Church, and shall provide for their proper maintenance.

**Section 7. Board of Christian Education.** The Board of Christian Education shall be responsible for educational programs for all ages, shall maintain the Church library, and shall encourage stewardship education. The Board may appoint a Church school superintendent who shall supervise Church school operations and shall be an *ex officio* member of the Board with voice and vote. The superintendent's appointment shall be renewed annually.

**Section 8. Board of Christian Outreach.**

- a. **Duties.** The Board of Christian Outreach shall be responsible for enabling the Church to be sensitive and responsive to human needs at home and abroad. It shall promote the application of Christian ethics to social problems.
- b. **Special Committee on Student Ministry.** At its first regular meeting, the Board of Christian Outreach shall appoint a Special Committee on Student Ministry. (See Article X, Section 3.)

**Section 9. Board of Christian Fellowship.** The Board of Christian Fellowship shall be responsible for coordinating all fellowship activities of the Church. This shall include, but not be limited to, organizing Sunday Fellowship hours, securing ushers and greeters, and overseeing all-Church luncheons and other gatherings.

**Section 10. Board of Music.** The Board of Music shall oversee and be responsible for ensuring the quality of the music program of the Church, coordinating the various activities, while endeavoring to touch all segments of the Church family. It shall oversee the care, maintenance and repair of musical instruments, periodically review staffing needs and requirements, act as a search committee for the professional music staff, and serve as liaison between Church members and the professional music staff. The professional music staff shall be members *ex officio*, without vote.

**Section 11. Board of Church Growth.** The Board of Church Growth shall initiate and coordinate programs and activities to identify, invite, orient, and involve new members, into the life of the

congregation. The Board shall encourage and nurture membership growth, commitment, faith, and participation in the life of the church

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## **ARTICLE X. PERMANENT COMMITTEES AND STANDING COMMITTEES**

- Section 1. Nominating Committee.** The Nominating Committee shall consist of six members, three elected for two-year terms at each Annual Business Meeting. Members of this committee must be members or associate members of the Church. No member may serve consecutive terms. The Nominating Committee shall prepare a slate of nominees for all elective offices to be filled at the Annual Business Meeting. This slate shall be published in the Sunday bulletin at least eight days before said meeting. The Committee shall present nominees to the Council to fill vacancies in elective offices which occur during the year.
- Section 2. Pastoral Relations Committees.** Each minister shall have a dedicated Pastoral Relations Committee, whose constituents will serve as a liaison between Church members and the minister and shall be advocates and confidant(e)s for the minister. Each Pastoral Relations Committee shall consist of three people who must be: members or associate members of the church, acceptable to the minister, and able to fulfill the roles, responsibilities and essential functions of the committee. Each committee shall meet at least four times per year. The term of membership on each committee is three years. The chairperson of each committee shall be the member serving his/her third year, unless otherwise designated by the committee members. No member shall serve consecutive terms. Each year the Nominating Committee shall put forth the name of one candidate for election to each committee to take the place of a member whose term is fulfilled. If a member resigns before his/her term is fulfilled, the Nominating Committee shall put forth the name of a person for the Council's approval to be appointed to complete that term. In the case of the departure of a minister, that minister's Pastoral Relations Committee shall serve as the Pastoral Relations Committee for the newly-arriving minister, with consideration given that the first new member appointed to the Pastoral Relations Committee be a member who also served on the new minister's search committee.
- Section 3. Special Committee on Student Ministry.** The Special Committee on Student Ministry shall consist of five persons to be appointed by the Board of Christian Outreach at its first regular meeting. The committee shall be responsible for coordinating the Church's mission to college students in our community.
- Section 4. Committee on Investments.** The Committee on Investments shall consist of the Treasurer *ex officio*, without vote, and three persons to be appointed by the Board of Finance. The members shall be members or associate members of the Church. The committee shall advise the Treasurer on investing or reinvesting financial assets of the Church in accordance with policies established by the Board of Finance.
- Section 5. Memorial and Special Gifts Committee.** The Memorial and Special Gifts Committee shall consist of the Treasurer, *ex officio*, with vote, and not more than six persons to be appointed by the Board of Finance. The members shall be members or associate members of the Church. The committee shall be responsible for informing members and friends of the Church concerning the benefits of making gifts or bequests to the Church. The committee shall maintain a permanent record of the names, amounts and terms of all memorial gifts, bequests, and endowment funds, both restricted and unrestricted. It shall recommend to the Board of Finance the use to which memorial gifts shall be put in accordance with policies established by the Board of Finance.
- Section 6. Call to Care Ministry Committee.** The Call to Care Ministry Committee shall consist of the ministers, *ex officio*, the Call to Care Coordinator who serves as chairperson of the committee and four committee members appointed annually by the Board of Deacons at the first meeting of the Board. The Chairperson and members may be re-appointed. The Committee will maintain and organize the Call to Care Ministry Team in collaboration with the ministers. The Call to Care Ministry Team will provide flexible, accessible, and caring networks within the church community. The networks will have the capacity to support the spiritual, physical and emotional health of persons in the church community with short or long term needs.

## **ARTICLE XI. MEETINGS**

- Section 1. Annual Business Meeting.** The Annual Business Meeting of the Church shall be held on the last Sunday in January to receive yearly reports of the minister(s), other members of the staff, officers, boards, and permanent and special committees; to receive the Treasurer's financial report; to fill elective offices; to transact business; and to discuss plans for the ensuing year. In the event that the scheduled meeting must be postponed, it shall be held on the following Sunday. Annual reports shall be available on the Sunday before the Annual Business Meeting.
- Section 2. Annual Budget Meeting.** The Annual Budget Meeting of the Church shall be held on the first Sunday after December 1, to receive the budget recommendations of the Board of Finance, to adopt an operating budget, and to act on proposed expenditures from the Major Projects Reserve Fund and other funds as appropriate for the coming year.
- Section 3. Special Meetings.** Special meetings of the Church may be held upon call by the minister, the Council, or upon petition to the Clerk by ten members and/or associate members of the Church. The call for a special meeting shall indicate the purpose of the meeting, and no other business shall be in order.
- Section 4. Notice of Meetings.** Notice of annual and special meetings shall be published at least seven days before the meeting by reading the call at the Sunday morning service, by printing it in the Church Sunday bulletin, and by posting it on a Parish House bulletin board.
- Section 5. Conduct of Meetings.** After the Minister calls the meeting to order, the Moderator shall conduct the meeting according to *Robert's Rules of Order*.
- Section 6. Nomination for Elective Offices.** The Nominating Committee shall make its nominations for vacancies in elective offices as described in Article X, Section 1. Nominations may be made from the floor provided written permission from the nominee has been secured in advance.
- Section 7. Voting.** All members and associate members shall be entitled to vote on all questions in meetings of the Church. A two-thirds vote of the members present and voting at a duly called meeting shall be required to:
- a.** call a minister;
  - b.** authorize the Council to buy, sell, lease, mortgage or transfer property;
  - c.** expend the principal of the endowment funds as provided in Article XIII, Section 7;
  - d.** amend the by-laws; or
  - e.** dissolve the Church as specified in Article XIV, Section 1.

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## **ARTICLE XII. QUORUMS**

- Section 1. Church Meetings.** A quorum of any meeting of the Church shall consist of forty (40) members qualified to vote.
- Section 2. Council Meetings.** A quorum of the Council shall consist of six (6) members.
- Section 3. Board Meetings.** A quorum of Boards of the Church shall consist of three (3) members. No action may be taken by any Board without the affirmative vote of at least three Board members.
- Section 4. Nominating Committee Meetings.** A quorum of the Nominating Committee shall consist of three (3) members. No action may be taken without the affirmative vote of at least three Committee members.

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## **ARTICLE XIII. ENDOWMENT FUNDS, RESERVE FUNDS AND SPECIAL FUNDS**

- Section 1. Restricted Maintenance Endowment Fund.** All bequests, gifts and Church-appropriated deposits, whether or not in memory of a person or persons and named or not, the principal of which is to be held intact and kept as a permanent fund, but with no restrictions on the allocation of income, shall be added to the Restricted Maintenance Endowment Fund. All bequests and gifts, whether or not in memory of a person or persons and named or not, with no restrictions on either the principal or income, shall also be added to the Restricted Maintenance Endowment Fund. Income from the fund shall be transferred to the Major Projects Reserve Fund. It shall be a management objective to increase the principal in the fund, on the average, at a rate equal to or exceeding the rate of inflation.

- Section 2. Designated Use Endowment Fund.** All bequests and gifts, whether or not in memory of a person or persons and named or not, the principal of which is to be held intact and kept as a permanent fund, and with restrictions on the allocation of the income, shall be added to the Designated Use Endowment Fund. Unless prohibited by the nature or conditions of the gift, the assets may be co-mingled for investment purposes. The percentage that the dollar amount of each gift is to the total amount invested in any co-mingled fund shall be maintained in order to determine the share of the total dividend and interest allocated for each gift. The income from each gift shall be applied for its designated purpose separately and in addition to the amount included in the annual budget, except that income designated for general purposes may, upon vote of the Church, be applied as revenue to the operating budget.
- Section 3. Use of Endowed Funds Principal.** The principal of the Restricted Maintenance Endowment Fund or the Designated Use Endowment Fund shall be used only when, by a two-thirds favorable vote of those duly qualified members present and voting at a specially called meeting of the Church, it is determined that there exists an extraordinary situation that would jeopardize the life of the Church.
- Section 4. Major Projects Reserve Fund.** The available income from the Restricted Maintenance Endowment Fund shall be transferred to and accumulated in the Major Projects Reserve Fund. Upon a request by the board of Properties, approval by the Board of Finance, and a favorable vote at the Annual Budget Meeting, or at a special meeting called for this purpose, any or all of the amounts in this Fund may be appropriated for the planning or completing of a major project involving purchase of equipment, new construction or periodic maintenance, such as painting or roofing. The Major Projects Reserve Fund shall receive 1) income from the Restricted Maintenance Endowment Fund; 2) all gifts designated thereto; 3) funds appropriated thereto from the annual operating budget; and 4) any amount authorized by the Church on recommendation of the Board of Finance to be transferred thereto from any operating budget balance.
- Section 5. Housing Reserve Fund.** Available income from the Housing Fund shall ordinarily be used to support the housing allowances of the ministers. It shall be a management objective to increase the principal in the fund, on the average, at a rate equal to or exceeding the rate of inflation.
- Section 6. Other Reserve Funds.** The Board of Finance may from time to time establish such special purpose reserve funds as it deems appropriate.
- Section 7. Special Use Funds.** Any fund designated for a special purpose the permanence of whose principal is not required by the conditions of a bequest, trust, or other written agreement shall be a Special Use Fund. Upon recommendation of the Board of Finance and approval of the Church by majority vote, the principal of any Special Use Fund may be expended for its designated purpose.
- Section 8. Administration.** Restricted gifts shall ordinarily be accepted upon the approval of the Board of Finance only if such restrictions do not conflict with the aims and objectives of the Church program.

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#### **ARTICLE XIV. DISSOLUTION OF THE CHURCH**

The Church and its property shall be forever devoted to religious purposes. In the event of the dissolution of the Church, its property shall become vested in, and its functions as trustee, if any, administered by the Missionary Society of Connecticut or its successor, or in the event this is impossible, by such Church or other organization which is organized and operated exclusively for religious or charitable purposes which the membership of the Church shall designate at a meeting called before the said dissolution, or, in the absence of such determination, as the Superior Court of the County of Tolland shall determine.

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#### **ARTICLE XV. AMENDMENTS**

The by-laws may be amended by a two-thirds vote of the members present and voting at any meeting of the Church called in accordance with Article XI provided the text of the proposed amendment shall have been published in the call.