

CAMROSE UNITED CHURCH
BYLAWS

*Adopted by the Annual Congregational Meeting, 2004 Feb 29,
to replace all previous bylaws, and to be implemented immediately.*

Bylaw 1 - Introduction

1. *The Manual* of the United Church of Canada, as amended from time to time, shall take precedence in the case of any matter which is either not dealt with by, or is in conflict with, the Congregation's bylaws, with the exception of Bylaw 4, part 7, in regard to Voting.
2. Unless specifically defined in this document, all terms shall be interpreted according to *The Manual* of the United Church of Canada.

Bylaw 2 - Congregation Membership

1. The Membership of the Congregation shall be all full Members as defined by *The Manual*.
2. The term "Member" throughout these bylaws shall be taken to mean a full Member as defined by *The Manual*.

Bylaw 3 - Congregational Meetings

1. Annual Meeting

The Annual Congregational Meeting, called and conducted by the Council Chairperson, shall be held on or before the last day of February in any given year. The purpose of the Meeting shall be to:

- a. Receive and adopt the annual reports of the various bodies within the church.
- b. Review and approve the major Congregational plans for the ensuing year.
- c. Review and approve the annual operating budget as presented by the Finance Committee and endorsed by the Church Council.
- d. Arrange for an annual review of church finances including a report to the Congregation.
- e. Elect representatives to Coronation Presbytery.
- f. Elect Trustees as required.
- g. Elect members of the Church Council.
- h. Conduct other Congregational business as necessary.

2. Special meetings

- a. Special meetings may be called at the discretion of one of the settled members of the Order of Ministry, the Pastoral Charge Supervisor, or the Chairperson of the Council. A special meeting shall be called upon the written request of the Church Council or of 10 Members of the Congregation. The meeting shall be held within 15 days of the date of the request.

- b. The notice of meeting shall specify the purpose of the meeting, and the agenda shall be limited to that purpose.
3. Quorum
- a. The quorum shall be 20 Members of the Congregation, plus either the Ordained or the Diaconal minister.

Bylaw 4 - Church Council

1. Purpose

- a. The purpose of the Council shall be to protect and promote the interests of the Congregation of Camrose United Church.

2. Membership

- a. The Council shall consist of 7 individuals - 5 elected from and by Members of the Congregation, plus the Ordained and Diaconal ministers who shall be non-voting members of the Council. The Council shall be responsible for placing names in nomination for possible election.

3. Terms of office

- a. Each elected Member shall hold office for 2 years, renewable once. A Member may be elected to a third term only after he or she has been off the Council for at least 2 years.

4. Officers

- a. The Council officers shall be the Chairperson and the Secretary, elected by the Council from its members. The Secretary shall be responsible for the accuracy and integrity of Council documents.

5. Vacancy

- a. An elected Member who is absent from 3 consecutive meetings shall be deemed to have resigned.
- b. In the event of a vacancy among the elected Members, the Council may call a Special Congregational Meeting to elect a replacement to complete the unexpired portion of the term.

6. Quorum

- a. The quorum shall be 3 elected Members plus 1 minister.

7. Voting

- a. All of the elected members, including the Chairperson, shall be eligible to vote on every motion. A motion shall be considered carried if three (3) or more affirmative votes are cast; and a motion shall be considered defeated if less than three (3) affirmative votes are cast.

8. Meetings

- a. Meetings shall normally be open to visitors.

9. Responsibilities. The Council, accountable directly to the Congregation for its actions and those of the committees, shall

- a. Determine the means by which it will seek to accomplish its ends or objectives.

- b. Identify and articulate the mission of the Congregation. This includes an ongoing study of the most important literature on church development, anticipating key issues facing the church, and regular Biblical study guided by the ministers.
- c. Monitor the performance of committees.
- d. Conduct official and legal action on behalf of the Congregation. The Council shall be the Court of the Congregation for any emergent matter which requires the exercise of authority on behalf of the Congregation.
- e. Communicate to the Congregation the vision, insight and direction that emerge from its work, and provide opportunities for discussion and input from Members and adherents.
- f. Establish and terminate standing and ad hoc committees as it deems necessary for the successful functioning of the Congregation.
 - i. The Council shall ensure that the functions identified in *The Manual* as duties of the Session, the Committee of Stewards, and the Official Board are clearly allocated.
 - ii. The Council shall establish each committee's "ends," leaving to the committee to determine its "means." Nevertheless, the Council shall establish the limiting parameters for each committee, making clear what that committee cannot do within its means.
- g. Maintain a current Policy Manual, with the official copy kept in the Church Office, and including (but not limited to):
 - i. The responsibilities of the committees, expressed as *ends*;
 - ii. Limitations on the permissible *means*;
 - iii. The Council's own procedures or *means*;
 - iv. A description of the links among the Council, the Committees and the Congregation.

Bylaw 5 - Board of Trustees

1. Membership

- a. The Board shall consist of 7 individuals, a majority of whom shall be Members of the Congregation, elected by Members of the Congregation at its Annual Meeting. Those elected shall hold office without term, and shall choose one among them as its chairperson.

2. Responsibilities.

- a. The Board shall function in accordance with requirements specified in *The Manual*.

Bylaw 6 - Presbytery Representatives

1. Selection

- a. Three representatives shall be elected at the Annual Meeting, each for a 1-year term, by and from the Members of the Congregation.

2. Responsibilities. The representatives shall

- a. Represent Camrose United Church at the meetings of Coronation Presbytery.
- b. Participate in the affairs of Coronation Presbytery.
- c. Communicate pertinent information to the Congregation and its committees.

Bylaw 7 - Bylaw Review and Amendment

1. These Bylaws shall be reviewed by the Council following the publication of each edition of *The Manual*.
3. These Bylaws may be amended by the Congregation (at either an Annual or a Special Congregational Meeting) following receipt of a proposal from the Council or 15 Members of the Congregation. Voting is restricted to Members, and adoption of a proposed amendment requires a two-thirds majority vote.
2. Notice of such a meeting must include an indication of the nature of the proposed change(s).