

By-Laws

BY-LAWS

LAKE EDGE UNITED CHURCH OF CHRIST

Madison, Wisconsin 53716

May 22, 2011

Article I - Official Year

The Official Year of the Church shall begin on the (1st) first day of January and shall run to include the 31st (thirty-first) day of December and shall be referred to in the By-Laws as the year.

Article II - Officers

The following are the officers of our congregation and of the Leadership Council.

- A. The Moderator will –
 - 1. Preside at all official meetings of our congregation and the Leadership Council.
 - 2. Sign legal documents on behalf of our congregation.
- B. The Vice Moderator will –
 - 1. Preside and act in the absence of the Moderator.
 - 2. Assume such other duties as the Moderator may direct.
- C. The Secretary will –
 - 1. Keep and preserve accurate records of all congregational meetings.
 - 2. Handle such correspondence as our congregation, Leadership Council and Officers may require.
 - 3. Keep and make available minutes of all Leadership Council meetings.
 - 4. Sign legal documents on behalf of our congregation where more than one signature is required.
- D. The Treasurer will –
 - 1. Ensure prompt payment of all expenditures to maintain the financial integrity of our congregation as authorized by a congregational meeting, the Leadership Council and any committee called by the Leadership Council to oversee financial matters.
 - 2. Ensure accuracy and propriety of all financial transactions of our congregation including that all receipts and disbursements are kept and preserved accurately.
 - 3. In consultation with the Leadership Council and any committee they designate, annually report on the financial condition of our congregation and recommend an annual financial operating plan for approval at the annual congregational meeting.

Article III - The Office of Pastor

The pastoral office(s) of our congregation will only be conferred upon a candidate in good standing with the Wisconsin Conference of the United Church of Christ, who professes and adheres to the Statements of Faith and Covenant in Article III of this Constitution. In the call extended to and accepted by them, Pastor(s) will pledge to uphold and support our covenantal standard.

- A. Calling a Pastor

1. The Leadership Council will appoint a Pastoral Search Committee to seek candidates for a vacancy in the office of Pastor. A majority of the Pastoral Search Committee members will not be members of the Leadership Council.
 2. The Pastoral Search Committee will present the name of the candidate it recommends to fill the vacancy at a congregational meeting. A two thirds majority vote of our congregation at a congregational meeting constitutes a call.
 3. Our congregation may at its discretion choose Associate or Specialized Pastor(s) following the procedure outlined above.
- B. Removing a Pastor
2. A Pastor will be elected for an indefinite period. In order to terminate this relationship, two months notice will be given by either party.
 3. Discipline of a Pastor will be in conformity with the Constitution and By-Laws of the United Church of Christ.
 4. If a Pastor is unable or willfully neglectful in the performance of duties, he/she may be removed from office at a congregational meeting by a two-thirds majority secret ballot vote.
 5. Prior to any voting action, the Leadership Council, in consultation with the Wisconsin Conference UCC, will thoroughly investigate any claim that a Pastor is unable to perform or willfully neglectful in the performance of duties. A report will be provided to our congregation on the outcome of the investigation.

Article IV – Leadership Council

- B. Membership - The Leadership Council will be composed of the following: Pastor(s), Moderator, Vice Moderator, Secretary, Treasurer, and seven Members-at-Large. All members, with the exception of the Pastor(s), have voting privileges.
- C. Election –
1. Voting members of the Leadership Council will be elected at the annual congregational meeting by a simple majority vote.
 2. The Vice Moderator and Moderator will each serve a one year term.
 3. The Secretary and Treasurer will each serve a two year term.
 4. The Members-at-Large will each serve a two year term with four elected each even calendar year and three elected each odd calendar year.
 5. No voting members will serve more than four consecutive years on the Leadership Council (not including a partial term served). A two year break will then be required before a member can serve additional terms.
- D. Vacancy - In the event that a position on the Leadership Council is vacated, with the exception of the Pastor(s), the Leadership Council will appoint a person to fill that position for the remainder of the unexpired term
- E. Quorum - A quorum will consist of no less than two thirds of the total membership of the Leadership Council. Matters will be decided by a simple majority of the voting members present.
- F. Purpose
1. The Leadership Council will be the executive, administrative and planning body of our congregation.
 2. The Leadership Council will have the responsibility to develop and implement policies and procedures to execute the plans approved by our congregation. Written policies and procedures will be available.
 3. The Leadership Council has no authority beyond that conferred upon it by the Constitution or as outlined at a congregational meeting. Responsibilities delegated to the Leadership Council by the congregation may at any time be altered or revoked at a congregational meeting.
- G. Duties and Responsibilities
1. The Leadership Council will assist the Pastor(s) in all matters pertaining to the spiritual

welfare of the congregation.

2. The Leadership Council will watch over the administration and welfare of the Pastor(s) as appropriate. The Leadership Council will supervise the Pastor(s) and ensure he/she is properly supervising the staff. Such supervision will enable the Pastor(s) and staff to develop and implement new strategies and programs to accomplish the mission as stated in Article II.
3. The Leadership Council will call committees and teams to act on the goals and needs as defined by the Leadership Council and our congregation.
4. The major actions and activities of all committees and teams will be communicated to and advised by the Leadership Council.
5. The Leadership Council will appoint a Nominating Committee to nominate candidates for the Leadership Council's positions. The majority of the Nominating Committee's membership will not be members of the Leadership Council.
6. The Leadership Council will attend to the financial wellness and stability of our church as well as respond to financial emergencies. It will ensure these actions are performed with integrity and with the knowledge of the congregation.

H. Meetings

1. The Leadership Council will meet at regular intervals at least ten times a year for transaction of business as well as implementation and review of agreed upon goals.
2. Additional meetings may be called by the Moderator and/or the Pastor(s).
3. The Secretary will prepare minutes of all meetings and distribute them to the Leadership Council and make them available to our congregation.