**CONSTITUTION AND BYLAWS**

**ZEANDALE COMMUNITY CHURCH**

Organized January 11, 1953

Constitution and Bylaws Revised and accepted January 27, 2013

**Preamble**

 We, the members of Zeandale Community Church, in order to insure the full enjoyment of a cooperative Christian fellowship, do hereby accept this revised constitution and bylaws as guides in the necessary deliberation on the work of the Church.

**Article 1: NAME**

The name of this Church shall be Zeandale Community Church.

**Article 2: Faith and Purpose**

 We accept the religion, love, and service as taught and lived by Jesus to be the basis of our faith, and declare it our purpose both to seek and to do the will of God and to make the spirit of Christ dominant in our lives, and in the relations of man with one another.

**Article 3: Membership**

This Church will welcome into its fellowship any person by affirmation of faith and baptism in Christ and who desires to become associated with the Church in its program of worship and service. A person also may become a member by a letter of transfer from a Church of like faith and purpose.

**Article 4: Government**

The government of this Church shall be vested in its membership who exercises the right of control in all its affairs. The Church Board as elected by the Church shall represent the membership in all matters of business that cannot be efficiently and expeditiously handled by the church membership. This Church and its board are amendable to no other ecclesiastical body.

**Article 5: Annual Meeting**

 The annual meeting of the Church shall be held in January of each year to: receive written reports from the officers, minister, organizations, and committees of the Church; elect officers; outline plans for the New Year; and transact any business of the Church

**Article 6: Dissolution**

 In case the Church ceases to function in its worship and service, the residue of the assets shall be sold and given to a Christian entity of like faith and purpose of this Church in the state of Kansas. The responsible persons for this action shall be three trustees as appointed by the remaining membership.

**Article 7: Amendments**

This constitution may be amended by a two-thirds vote of the members present and voting at any annual meeting or at a meeting called for this purpose. Notice of such proposed amendment shall be given to the church either in writing or from the pulpit four weeks in advance of the meeting at which the amendment shall be considered

**BY-LAWS**

**Article One: Voting**

**Section 1 – Voting and Responsibility Age**

 All members on the church roll of 15 years and older are eligible to vote in all matters.

 All members of 15 years or older are eligible to hold office on the Church Board. However, wisdom dictates that mature members should be selected to those offices requiring wider experience in carrying out their functions.

**Section 2 – Quorum and Majority Vote**

A quorum of the Church for the transaction of business at a meeting of the Church shall consist of voting members present. A majority vote is ordinarily decisive. However a two-thirds majority of members present and eligible to vote is required to either;

\*call a new minister or

\* expend a sum of money or transfer property with the value greater than $10,000.00

**Article Two: Church Board**

**Section 1 – Members**

 The Church board shall be elected from members of the church. The officers of the Church shall be Deacons, Deaconesses, Clerk, Treasurer and Trustees, Sunday School Superintendent, Historian, and Leader of the Women of the church.

**Section 2 – Number of Members and Duties**

Deacons, six in number

 The Deacons shall assist the Minister in matters pertaining to the needs and welfare of membership of the Church and those whom the Church seeks to serve. They shall make a written report to the Church at the annual meeting

Deaconesses, three in number

 The deaconesses shall assist the Minister in matters pertaining to the needs and welfare of membership of the Church and those whom the Church seeks to serve. They shall make a written report to the Church at the annual meeting.

Trustees, three in number

 The Trustees shall have general custody of the Church property, and look after the upkeep and repairs. The Trustees shall not have the power to buy, sell, lease, mortgage or transfer any land or buildings of or for the Church without the explicit permission of the Church.

Sunday School Superintendent

 The Sunday School Superintendent shall oversee all activities associated with Sunday School. The Superintendent shall make a written report to the Church at the annual meeting.

Clerk

 The Clerk shall keep a record of all meetings. The clerk shall file the documents of the Church, notify persons of election of office, and give legal notice of all meetings where such notice us necessary. The Clerk shall make a written report to the Church at the annual meeting.

Historian

 The Historian shall keep a register of the membership of the Church, the date of admission and withdrawal, record of baptism, births, deaths, weddings and such other items which should be a matter of record. The Historian shall make a written report to the church at the annual meeting.

Treasurer

 The treasurer shall be custodian of all funds of the Church, except such funds as may be allocated to separate departments, or otherwise provided for; receive and disburse those funds as authorized by the Board; keep a written account of all funds received and disbursed; make a written report at the annual meeting and at such times as the Board may direct. All financial accounts shall be annually certified by an auditing committee.

Women of the Church

 The Leader of the Women of the Church shall preside over meetings of the Women of the Church and shall make a written report to the Church at the annual meeting.

**Section 3 – Organization and meetings of the Church board**

Church Board

 The Board shall, immediately following the annual meeting of the church, elect a Chairman and Vice Chairman from among their board members. The Church Clerk shall be the secretary of the board. The Church Board shall hold regular meetings at times to be announced at least three (3) weeks in advance in the Church bulletin or at the call of the Chairman in situations requiring immediate attention.

**Article Three: Election of officers**

 The officers of the Church shall be elected at the annual meeting by ballot in the case of multiple candidates or by simple voice vote when a candidate is unopposed.

 A committee on nominations shall be appointed by the Chairman of the Church Board not less than thirty days preceding the annual meeting which shall prepare a list of nominations to be presented to the church at the annual meeting.

 Deacons – Two (2) are elected each year for a period of three (3) years. When a member shall have served a period of four (4) terms, twelve (12) years, and reached the age of sixty-five (65), he may be retained as deacon by merit, and an additional member added to the Board.

 Deaconesses – One (1) elected each year for a period of three (3) years. When a member shall have served a period of four (4) terms, twelve (12) years, and reached the age of sixty-five (65), she may be retained as deacon by merit, and an additional member added to the Board.

 Trustee – One (1) trustee shall be elected each year for a term of three (3) years. When a member shall have served a period of four (4) terms, twelve (12) years, and reached the age of sixty-five (65) he may be retained as a trustee by merit, and an additional member added to the Board.

**Article four: Organizations and Meetings**

**Section 1 – Church meetings**

ANNUAL - Congregational Board Meeting

 The annual Congregational meeting of the church shall be held in January of each year to: receive written reports from officers, minister, organizations, departments and committees of the church; to elect officers; outline plans for the New Year; transact business of the Church. Notice of the Annual Congregational Meeting will be made in the Church’s weekly worship program at least one (1) month in advance of the meeting.

Regular Board Meetings

 The Church Board will hold regularly scheduled meetings, to be announced with at least three (3) week’s notice in church’s weekly worship programs. At these meetings the board will discuss and transact business as necessary to maintain the Church’s operations and mission. The board meetings will be open to all Church members. However only members of the Church Board may vote.

**Weekly and Special Worship Service**

 Public services of worship and education shall be held each Sunday and at such other times as the Church may desire. The Lord’s Supper shall be observed at least once a month, and at such other times as the church may desire. Services for administering the rite of baptism shall be held at such times as the occasion may require, the form of the rite being left to the discretion of the parties involved.

Special

 Special meetings of the church may be called by the chairman of the Church board or upon the request of members of the Church.

**Section 2 – Committees**

 The general activities of the Church shall be carried on under the Chairman of the Church Board and such committee as shall be appointed.

**Section 3 – Vacancies**

The Church Board vacancies that occur shall be appointed by the Board to serve until the next annual meeting.

**Section 4 – Organization**

 The Church organization shall include the Sunday school, Women of the church and such other Church groups as may from time to time be added to further the purpose of the church. Each such group may organize as desired by its members subject to the policies and procedures and with the approval of the Church Board. (Additional organizations are included in the addendum of these bylaws.)

**Article Five: Minister**

**A. Duties**

The minister shall be responsible for: the stated service for public worship; the administering of the ordinances of the church; instruction in the duties and responsibilities of Church membership and in the significance of Christian living; the promotion of the welfare of Church and those whom it serves, through preaching, teaching and pastoral visitation. He shall attend and report at Board meetings and make a written report at the annual meeting.

**B. Vacancy**

 A pulpit committee shall be appointed by the chairman with the approval of the Board to make a recommendation.

**Article six: Rules and Order of Business**

 Robert’s Rules of Order shall be used as the basis for parliamentary procedure.

 The following order of business for all regular meetings of the Church is recommended.

* Call to order
* Prayer
* Reading of minutes
* Treasurer report and communications
* Officers and Ministers report
* Report of Standing committees
* Report of special Committees
* Unfinished Business
* New Business
* Adjourn with prayer

**Article Seven: Amendments**

This constitution may be amended by a two-thirds(2/3) vote of the members present and voting at any annual meeting, or a meeting called for this purpose. Notice of such proposed amendment shall be given to the Church either in writing or from the pulpit four (4) weeks in advance of the meeting at which the amendment shall be considered.

**ADDENDUM**

**Women of the Church**

The purpose is a spiritual and educational group. Assist in purchasing things for the Church. No membership is required. The meetings are on the third (3rd) Tuesday of every month, except July and August. Officers are elected in November taking office in January. The officers are; Leader, Assistant Leader, Secretary, Treasurer, Church Supper Chairman and Assistant Supper chairman.

**Zeandale Sunday school**

**Purpose:**

 Sunday school is intended to further Christian education for all ages. Its primary area of responsibility is the Sunday morning activities apart from worship service.

**Definitions:**

**Sunday School Council**

 This is a body made up of all staff positions and officers. This body shall govern the activities of the Sunday school

**Sunday school Members**

 This is any person that attends the Sunday school and has their name entered on a class role book. A person’s name shall be entered in the roll book after attending three (3) Sundays in one quarter. The name shall be removed at the end of the year if attendance warrants it.

**Offices of the Sunday School**

 To be eligible for a staff position or office, one must be a member of the Sunday school or church. It is also important each officer live a Christ centered life.

Superintendent:

 The Superintendent shall preside over the Sunday school functions. They shall be responsible to appoint nominating and other committees. The Superintendent shall assure that all Sunday school classes have teachers on a weekly basis.

Secretary:

 The secretary shall keep minutes of all Sunday school meetings and take care of the correspondence. The minutes will be kept in a permanent record.

Treasurer:

 The Treasurer shall be custodian of all of the funds of the Sunday school. The treasurer shall receive funds and disburse those funds as necessary. A permanent record shall be kept of all transactions.