

# Emanuel United Church of Christ, Constitution and Bylaws

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## CONSTITUTION

### Article I. Name

The name of this Church shall be "Emanuel United Church of Christ". It shall be located in Jackson, Cape Girardeau County, Missouri, USA. This Church is part of the United Church of Christ as described in the Constitution and Bylaws of the United Church of Christ. This Church was originally incorporated as the German Evangelical Emanuel Church on June 9, 1890.

### Article II. Statement of Faith

This Church acknowledges as its sole Head, Jesus Christ, Son of God and Savior. It acknowledges as kindred 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 affirms the responsibility of the Church in each generation to make this faith its own in reality of worship, in honesty of thought and expression, and in purity of heart before God.

### Article III. The Covenant

We covenant one with another to seek and respond to the Word and Will of God, and 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: "Relying on the Holy Spirit to lead us and empower us, we worship God, and witness to the Gospel of Jesus Christ with loving service and commitment to justice and peace." We pray for the coming of the kingdom of God, and we look with faith toward the triumph of righteousness and eternal life.

### Article IV. Membership

This Church welcomes into its membership, without discrimination, any person who accepts its covenant and makes confession of faith, re-affirmation of faith, or provides a letter of transfer from another church. New members shall be formally received into membership during a worship service. Each active member shall have one vote on all matters acted upon at Congregational Meetings. Associate membership grants all rights and privileges of active membership, except the privilege of voting at Congregational Meetings. Membership in this Church shall end upon *written* notice of acceptance into another church unless a request for dual/associate membership is approved by the Church Council, or by action of the Church Council as described in the Bylaws. All members of this Church are expected to strive to follow the principles set forth in the Covenant, and to seek meaningful ways to support the principles which this Church upholds. They are specifically asked to share in the life and work of the Church, to contribute to its support and benevolences, and to care for its spiritual welfare.

### Article V. Government

The ultimate governing body of this Church shall be the membership assembled in a Congregational Meeting, where a majority vote of the members present at the meeting shall express the will of the Church, except for issues where a two-thirds vote (2/3) is required by this Constitution or the Bylaws. Congregational Meetings shall decide such questions as the buying and selling of property. The Church Council shall be the primary executive body of this Church. It shall maintain general oversight of all the activities of the Church, plan prayerfully for the Church's future, provide a forum for communication among the various committees and officers, and resolve differences of opinion among them. Permanent boards and committees created to manage and conduct the work of the Church are described in the Bylaws of Emanuel United Church of Christ ("the Bylaws"). Temporary (ad hoc) committees to serve special purposes may be appointed by the Church Council or chosen at a Congregational meeting. All officers, board members, committee chairs, delegates, and presidents of church organizations shall be members of the Church. In selecting members to serve on the various offices, boards and committees of the Church, diverse representation reflecting the total membership shall be sought. All meetings of the Congregation, the Church Council, and the various boards and committees shall include prayer and shall stress thoughtful deliberation of Church policy and appropriate study to

keep the Church mindful of its essential purpose, even throughout its temporal transactions. All meetings of the Church Council and the various boards and committees shall be open to all members, except as noted in the Bylaws. Separate bylaws shall describe details of the Church's operation consistent with the general provisions of this Constitution.

#### **Article VI. Dissolution**

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 Missouri Mid-South Conference of the United Church of Christ or its successor.

#### **Article VII. Amendments**

Amendments to this Constitution may be made at any duly called Congregational Meeting by a two thirds (2/3) affirmative vote of the members present. Upon the passing of any amendment to this Constitution, the President, Secretary and Treasurer of this Church shall cause the amendment to be legally ratified as prescribed in the Revised Statutes of Missouri §352.070, including the requirements of submitting the amendment to the circuit court for approval, recording the amendment with certified court order with the county recorder of deeds, and filing the amendment with the Secretary of State. Any amendments to this Constitution are not legally effective until having obtained a certified copy of the amendment from the Secretary of State.

Any member may submit to the Council Secretary a proposed change to this Constitution in writing. The proposed change must be brought to the next regularly scheduled Council meeting. The Council Secretary shall publish in written form the text of the proposed change two weeks prior to the next duly called Congregational Meeting along with the Call and agenda. It shall be the responsibility of the Church Council to appoint a temporary committee to review this Constitution and Bylaws at least every five (5) years. This updated Constitution for Emanuel United Church of Christ shall take effect on the 25th day of October 2015. It shall supersede all previous versions.

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### **BYLAWS**

#### **Article I. Worship**

1. Worship shall be held at designated hours each Sunday and at any other time designated by the Pastor and the Church Council.
2. The Sacrament of the Lord's Supper shall be celebrated at any time designated by the Pastor and the Church Council.
3. The Sacrament of Baptism shall be administered to those taken into the Church as members (if they have not previously been baptized) and to children, one of whose parents stands in covenant with the Church. Others may be baptized at the discretion of the Pastor.

#### **Article II. Congregational Meetings**

1. The Church shall meet at least twice yearly. Twenty percent (20%) of the active members of the Church shall constitute a quorum, except as noted in the Bylaws. Notice of meetings shall be given from the pulpit on two consecutive Sundays, and printed in the Sunday worship bulletin. The written Call shall be mailed to all members no later than two (2) weeks prior to the date of the meeting, and shall include a written agenda of all items to be discussed.
2. The program year of the Church, the fiscal year of the Church, and the terms of all elected officers and committee members, shall commence on January 1 and end on December 31.
3. An Annual Congregational Meeting shall be held in the month of February to receive annual reports of officers, boards and committees; and to act upon other such business as shall properly come before the meeting.

4. An Annual Congregational Meeting shall be held in the month of October to adopt the annual budget (which shall be prepared and submitted to Council by the Budget Committee two weeks prior to the September Council Meeting for discussion and approval); to elect Council members, Christian Board of Education (CBE) members, and/or conference delegates; and to act upon other such business as shall properly come before the meeting.
5. Special congregational meetings shall be called by the Council Secretary upon request of the Pastor, the Church Council, or a petition signed by no fewer than 20% of the active members of the Church, stating the purpose of the proposed meeting. The Council Secretary shall Call the special meeting in accordance with Article II of these Bylaws no later than six weeks from the date of the request, or the receipt of the petition.
6. After a quorum has been met, all matters before a Congregational Meeting shall be decided by majority vote of members present, except as noted below.

### **Article III. Pastor**

1. The Pastor shall be called or dismissed at a Congregational Meeting called for that purpose, by a two thirds (2/3) affirmative vote of members, with voting to be done by secret ballot. In order to terminate this relationship, three (3) months notice shall be given by either party. When the relationship is terminated, notice of such termination shall be sent to the Conference Minister of the Missouri Mid-South Conference of the United Church of Christ, and to the Committee on Ministry of the Eastern Association.
2. The Pastor shall have charge of the spiritual affairs and welfare of the Church and responsibility for the conduct of the services of public worship. Only with the consent of the Pastor and the Church Council may another pastor or lay person preach or preside at any service, including weekly services, weddings, baptisms, confirmations, funerals, etc. The Pastor shall seek to enlist people as followers of Christ, preach the Gospel, administer the Sacraments, have care of services of worship, and oversee the Christian education of the congregation. The pastor shall be a non-voting member of all boards and committees.
3. The Pastor shall become a member of the Church and shall have standing in the Eastern Association of the Missouri Mid-South Conference of the United Church of Christ.
4. The Pastor, along with the office staff, shall be responsible to record all births, baptisms, confirmations, weddings, deaths, and funerals.

### **Article IV. Official Delegates**

Two delegates and two alternates shall be elected at the October Congregational Meeting for a term of one (1) year and shall be active members of the Church. These delegates shall serve to represent the Church at meetings of the Eastern Association and the Missouri Mid-South Conference of the United Church of Christ.

### **Article V. Rules Governing Boards and Committees**

1. All Boards and Committees shall schedule regular meetings, at any interval, which supports and facilitates their work. Meetings shall be called by the Chair of each body who shall give at least one (1) week prior notice, and who shall endeavor to provide a written agenda with the call to the meeting.
2. A quorum for any Board or Committee shall be at least one-half (1/2) of its members, with the exception of the Church Council and CBE. All decisions shall be by majority affirmative vote.
3. Boards and Committees, which administer their own budgets, shall prepare a projected budget for the upcoming program year. They will submit this proposed budget for deliberation by the Budget Committee no later than one (1) month prior to the Budget Committee Meeting.
4. At their first meeting, each Board and Committee shall elect a presiding chairperson. With the exception of the Pastoral Relations Committee, each body will also elect a recording secretary. The

recording secretary will keep accurate and detailed minutes of the deliberations and actions of each body, and send them to the Pastor, Council President, Church Secretary, and all committee members within one (1) week of the meeting.

5. Should a member of any body of the Church, including the Church Council, fail to attend at least 60% of that body's regular meetings during any six-month period, that member shall be deemed to have resigned.
6. Any vacancies arising on any Church or Council appointed board or committee must be reported at the next meeting of the Church Council.
7. No later than one (1) month prior to the February Congregational Meeting, the chair of all Boards, Committees and Auxiliary Organizations of the Church shall submit to the Council Secretary an annual written report summarizing the activities of their group for the past year, along with an annual financial statement.

## **Article VI. Church Council**

1. The Church Council shall be the overall policy and planning board of the Church. It shall have complete power to supervise and coordinate the plans and activities of the Boards, Committees, and Organizations of the Church, and to plan prayerfully for its future. Any questions which may arise with respect to the execution or interpretation of this Constitution and Bylaws shall be determined by the Church Council.
2. Consists of nine (9) members elected for a term of three years. Five (5) members shall constitute a quorum for the purpose of conducting church business. Members of the Council shall be eligible for election to two successive terms. A member having served on the Council for six consecutive years shall not be eligible for reelection. However, after an interim of one year, such a member shall again be eligible. Council terms shall be so arranged that three members are elected each year. Members of legal age (18), who have also been a voting member for at least one year, are eligible. Family members living in the same household may not serve at the same time. Any vacancy occurring on the Church Council during the year shall be temporarily filled by appointment of the Church Council until the next **October** election. Such a newly appointed member of the Council may be a candidate on the election ticket, and if elected, shall serve the full term of the one whose place he or she was called to fill.
3. The new Council shall meet for the purpose of designating Council positions by consensus, no later than the regular December meeting following the October elections.
4. Positions include the Council President, who shall act as chair, the Council Vice President, the Council Secretary, the Treasurer, the Financial Secretary, the Worship Coordinator, the Lay Services Director, the Head Usher, and the Custodian, each of whose duties is outlined below, as well as the Pastor.
5. Meets at least once every month at a place and time convenient to the members for the transaction of such business as may properly come before it. Special meetings are subject to the call of the President, or the pastor, or three members of the Council.
6. Shall be responsible for the hiring of all Church employees, excluding clergy.
7. At least three (3) months prior to the October Annual Meeting, the Council shall appoint a Nominating Committee consisting of three (3) members of the Church including one member of Church Council. Notice of nominations presented by the Nominating Committee shall be given with the Call, as stated in Bylaws Article II, two weeks before the election. Privilege of making one other nomination from the floor for each office is accorded to members at the meeting. The Pastor shall be an advisor to the Nominating Committee. It shall be the responsibility of the Nominating Committee to conduct a review of the membership list of the Church and present a list of nominees for election to the Council, to the Christian Board of Education, and for conference delegates at a meeting of the Church Council prior to the October Congregational Meeting, and to bring to the October Annual Meeting nominations for all elected positions.

8. Provides for the pulpit supply worship leaders in the absence of, or upon request from, the Pastor.
9. Secures the services of an Interim Minister when necessary, in consultation with the Missouri Mid-South Conference of the United Church of Christ, and offering compensation in accordance with the then current conference guidelines and Interim Pastor Agreement.
10. Appoints a search committee to secure the services of a Music Director when necessary. This committee shall consist of at least: one (1) Council member, one (1) member of the Christian Board of Education, one (1) representative from the choir, and two (2) members-at-large. In no case shall more than two (2) members of the current choir be appointed to this search committee.
11. Authorizes any extraordinary expenses, but if such expenses exceed five thousand dollars (\$5,000) it must receive the approval of the congregation.
12. Approves and updates job descriptions for all paid staff positions. Ensure that work goals and performance of the support staff are consistent with church goals and conduct annual performance evaluations.
13. Provides a framework in which conflict or concerns relating to work performance and goals of all staff can be resolved effectively.
14. If a member is fully separated from the fellowship, worship, service and support of the Church for a period of one year, the Pastor, acting for the Church shall make a kind inquiry to discover the reason for such separation. If such a member remains inactive or contact cannot be made for an additional year, the Council may, after proper inquiry, move the member's name to Associate Membership.

## **Article VII. Duties of Council Positions**

### **1. The President**

- a. Is to see that all meetings of the Church council or congregation are regularly called; to open and conduct such meetings; and to see to the execution of all resolutions.
- b. Shall remind the Pastor to announce all regular and special meetings of the congregation on two successive Sundays, or in case it is so decided by the Council, instruct the Secretary to notify members as provided for in these Bylaws.
- c. Shall see that all minutes of the meetings of the Church Council and the congregation are read and approved or corrected.
- d. Is empowered with the Secretary, to sign all contracts, loans, vouchers, and deeds in the name of the congregation.
- e. In case of balloting, when the vote is tied the President shall cast the deciding vote.
- f. Guide the Church Council to develop and implement long-range planning for the future.
- g. Accept all resignations.
- h. Resign the office of Council President in writing to the Church Council.
- i. May serve as an ex officio member of all boards and committees.

### **2. The Vice President**

- a. Shall preside at all meetings where the President is not present and also when business pertaining to the President is before the congregation.
- b. Shall serve as liaison between the Council and youth organizations and as a member of the Christian Board of Education.
- c. Assist the Council President in the long-range planning process.

### **3. The Secretary**

- a. Shall keep a detailed and accurate record of all transactions at the meetings of the congregation and of the Church Council.
- b. Attend to all necessary correspondence.
- c. Show responsibility for the church office, keeping a correct list of all members and their addresses, showing also the dates of their admission and of their withdrawals, as well as birth, baptism, confirmation, death, etc.
- d. With the President, sign all contracts, loans, and deeds.

#### 4. The Treasurer

- a. Receive all monies belonging to the Church and keep accurate records of all operating, endowment, and special funds, securities, receipts and disbursements of the Church using fund accounting as required of religious and charitable organizations.
- b. Act solely as an agent of the Church Council, and as Church Council shall direct, to maintain the investment accounts of the Church. The Treasurer shall deposit, or cause to be credited to the Church, all investment income in such manner as the Church Council shall direct.
- c. Ensure that all bills and salaries are paid as directed by the Church Council, and manage recordkeeping for employees.
  - i. Ensure personnel files are maintained for employees and that required documents such as I-9s and tax forms are properly completed and background checks completed when appropriate.
- d. Disburse the monies received from special funds and outreach funds in accordance with the orders of the board or committee, which is charged with the collection, and disbursement of such funds. The Treasurer shall keep separate and accurate accounts of all receipts and disbursements for each fund handled.
- e. Ensure that church property records are up-to-date and properly safeguarded.
- f. Establish and maintain a record retention system for financial and banking records that includes a schedule for regular destruction of records no longer needed.
- g. Control access to software used to access or maintain church financial records including online banking sites, providing access only to persons with a need to access information.
- h. Work closely with the Financial Secretary and Budget Committee to develop the annual budget.
- i. Manage banking relationships, ensuring signatures cards are updated regularly and that organizations with separate accounts receive or have access to monthly account statements.
- j. Inform Church Council when expenses exceed budget expectations.
- k. Perform other duties as usually pertain to the office of Treasurer.

#### 5. The Financial Secretary

- a. Receive, record and deposit all Church offerings, program fees and any other monies collected and forwarded to the Treasurer.
  - i. Oversee volunteers that count offerings and other contributions such as memorials.
  - ii. Ensure funds are processed using appropriate internal controls.
  - iii. Provide a detailed record of memorials received to the Church Office so that memorial records may be updated and acknowledgements meeting IRS requirements mailed to donors in a timely manner.
  - iii. Deliver deposits to the bank as soon as possible using locked deposit bags.
- b. Record all pledges received by the Church, and provide periodic detailed contribution statements meeting IRS requirements no less than annually (or upon request) to the membership.
- c. Notify the Treasurer on a timely basis of designated or other funds to be disbursed to third parties.
- d. Work closely with the Treasurer and Budget Committee to develop the annual budget.

#### 6. The Worship Coordinator

- a. Shall see that an assistant is available to assist the Pastor with the preparation and distribution of Communion elements, as well as provide for cleaning and storage of Communion elements.
- b. Arrange and coordinate requests for special services.

#### 7. The Lay Services Director

- a. Shall coordinate with the Pastor and congregation to provide for the following:
  - i. Call on prospective members.
  - ii. Visit shut-ins and see that cards and appropriate gifts are sent on behalf of the Church.
  - iii. Arrange transportation for those in need.

iv. Address other identified needs as appropriate

8. The Head Usher

- a. Shall prepare each year a list of ushers to serve for one month each.
- b. See that ushers are instructed in their duties, bulletins distributed, people seated, and offerings collected and taken to the front of church.
- c. Count attendance during worship.
- d. Ensure that items or materials used for services are distributed, collected at conclusion of the service and properly stored.
- e. See to the general comfort and safety of members, staff, and visitors while attending church.

9. The Custodian

- a. Shall serve as chair of buildings and grounds.
- b. Coordinate those duties necessary for the maintenance of church property and general upkeep of the grounds.

**Article VIII. Christian Board of Education (CBE)**

1. Consists of six (6) members for three year terms. The Council Vice President will serve as the Council liaison. Four members shall constitute a quorum for the purpose of conducting Sunday School Business. Board terms shall be arranged that two members are elected each year.
2. Supervises and directs the total Christian Education Program in the Church, including Sunday School, Youth, and Adult Education.
3. Recruits and trains teachers for educational programs and serve as advisors to assist with Youth and other programs.
4. Ensures that adequate facilities and materials are available for all educational programs; and keeps members of the Church informed as to the objectives, educational programs and educational needs of the Church.
5. Ensures infant and nursery care is available during worship services using appropriately qualified staff or volunteers.
6. Provides monthly reports to the Church Council.
7. Provides proposed annual budget to Budget Committee in accordance with Bylaws Article V.
8. CBE Officer Responsibilities shall be as follows:
  - a. President
    - i. Conduct all meetings
    - ii. Develop agenda for meetings
    - iii. Approves spending through the CBE system of expenditures with the approval of the board
  - b. Vice President
    - i. Assist President in conducting meetings
    - ii. Conduct meetings when President is not present
  - c. Treasurer
    - i. Works as checks and balances liaison to maintain the budget in consultation with the Council Treasurer and Financial Secretary
    - ii. Ensures weekly Sunday School attendance and offering is recorded
    - iii. Assists auditing and budgeting committees by providing necessary information
    - iii. Approves spending through the CBE system of expenditures with the approval of the board
  - d. Librarian
    - i. Orders and organizes curriculum with the approval of the Board
    - ii. Coordinates with teachers to ensure an adequate number of materials are ordered according to class attendance
    - iii. Collects and distributes curriculum to classrooms

- iv. Be active in studying the curriculum and aid in choosing appropriate curriculum.
- e. Secretary
  - i. Records minutes of the meeting
  - ii. Creates newsletter articles
- f. Event Coordinator
  - i. Serves as a liaison between committees and contacts volunteers
  - iii. Organizes, arranges and oversees events

### **Article IX. Pastoral Relations Committee**

The responsibilities of the Pastoral Relations Committee will be to:

1. Ensure that the work goals and performance of the Pastor(s) are consistent with church goals and conduct annual performance evaluations, using a process that jointly involves the Pastor(s), the Church Council and the congregation.
2. Address any conflicts and concerns regarding the Pastor through ongoing conversation and support of both the Pastor and the Congregation.
3. Hold in confidence all sensitive matters regarding either the Pastor or Church Members, except as required by law or for pressing safety concerns.
4. Provide the Church Council with recommendations regarding compensation and benefits, action plan for performance improvement, if required, and work goals for the Pastor(s).
5. Work with the Church Council, Committees and Boards as required.

### **Article X. Pastoral Search Committee**

In the event of a vacancy in the office of Pastor, the Church Council shall appoint a Pastoral Search Committee. The Pastoral Search Committee shall:

1. Consist of at least seven (7) active members of the Church, chosen to be representative of the congregation.
2. Seek a candidate for the vacancy following the guidance and recommendations of the United Church of Christ, its local Conference Minister and staff.
3. Report regularly to the Council and Congregation regarding the progress of the search process and communicate important information regarding salary and benefit requests to the Council so that it may prepare an appropriate financial package to offer a prospective candidate.
4. Introduce the candidate it recommends to the Church during a candidating weekend that includes an opportunity for the candidate to conduct a worship service and culminates in a Special Congregational Meeting during which the congregation votes by secret ballot to accept or reject the candidate.
5. State the contractual terms of the relationship by means of a written Call. The Pastor, the Church, the Eastern Association, and the Conference Minister of the Missouri Mid-South Conference shall each receive a copy of the executed Call.
6. In consultation with the Called Pastor and Conference, coordinate planning of the installation service and invite representatives of the Eastern Association to attend and participate in the service of installation for the new Pastor when the Call has been accepted.

### **Article XI. Special Committees**

The congregation or the Pastor, with the approval of the Church Council, may appoint such committees as may be deemed necessary. Such committees should not conflict with any Board or standing committee and must report to the Church Council.

### **Article XII. Auxiliary Organizations**

The Congregation or the Pastor, with the approval of the Church Council, may create such church auxiliary organizations as may be helpful in the conduct of activities and functions sponsored by the

Church. Such organizations should not operate in conflict with any Board or Committee of the Church and must report their actions and financial reports to the Church Council in accordance with Bylaws Article V.

### **Article XIII. Contributions Policy**

1. All new funds must be approved by the council.
2. Contributions can be designated towards any existing funds and contributors may petition the council for new funds to be set up.
3. General contributions that are not designated shall be accounted to the general fund.
4. Funds may be temporarily restricted for up to 3 years, unless otherwise specified by Council; but if the money is not used for its intended purpose, the temporary restriction will be removed and the money will transfer to the general fund that may be used at the discretion of the Church Council
5. Emanuel's Investment Fund invested in United Church Fund is to be used to fund future needs of the church
  - a. Contributions can be designated to this fund
  - b. Income and Principal from the fund may be used at the discretion of the Church Council but the emphasis is on growing the fund to support the church in the future
  - c. The Council Treasurer and Secretary are authorized signers for the United Church Fund and will execute the decisions of the church Council

### **Article XIV. Memorial Contributions**

When families designate the Church as a recipient of memorials for loved ones, they are welcome to designate memorial contributions in one of three ways:

1. Choose a specific ministry, mission or fund from a list provided by the Council.
2. Temporarily restrict memorial funds for a period up to three (3) years while working with the Council to identify a specific use for the money. At the end of three (3) years the temporary restriction will be removed and any remaining funds will be considered unrestricted General Memorial Funds that may be used at the discretion of the Church Council.
3. Forego designation and allow funds to flow into the unrestricted General Memorial Fund for use at the discretion of the Church Council.

### **Article XV. Margaret Puchbauer Scholarship**

The recipient of this scholarship must meet eligibility requirements as established or amended from time to time between Southeast Missouri State University Foundation and Emanuel United Church of Christ. Interested applicants shall be directed to the University's Financial Aid staff for assistance in making an application for the scholarship. A committee of four members including one (1) Council member will meet to consider applications, award points individually and collaboratively to applicants, and award scholarship funds as appropriate using systems and information supplied for this purpose by the University. The Emanuel United Church of Christ Scholarship Committee reserves the right to change criteria at any time. The congregation will be informed of the committee's decision as appropriate.

### **Article XVI. Parliamentary Procedure**

All meetings of the Church, Boards, Committees, and Organizations shall be conducted in compliance with parliamentary procedure as specified in *Roberts' Rules of Order*.

### **Article XVII. Amendments**

Amendments to these Bylaws may be made at any duly called Congregational Meeting by a two thirds (2/3) affirmative vote of the members present. Any member may submit to the Council Secretary a

proposed change to these Bylaws in writing. The proposed change must be brought to the next regularly scheduled Council meeting. The Council Secretary shall publish in written form the text of the proposed change two weeks prior to the next duly called Congregational Meeting along with the Call and agenda.

These Bylaws for Emanuel United Church of Christ shall take effect on the 25th day of February 2024. It shall supersede all previous versions.

Adopted 10/25/2015

Revised 10/2016

Revised 10/18/2020

Revised 10/30/2022

Revised 2/25/2024