

Ratified November 3, 2013. This is an official document.

Approved Revision – June 3, 2018

Approved Revision - November 5, 2020

Approved Revision – June 22, 2022

Bylaws

Crossway Elm Creek

ARTICLE I - CONGREGATIONAL MEETINGS

- A. Congregational meetings shall be held on dates determined by the Leadership Board with a minimum of 2 (two) meetings per year.
- B. Notice of all congregational meetings shall be given at least 3 (three) Sundays in advance of the date of the meeting.
- C. Voting on motions is limited to church members.
- D. Prior to any vote being taken, any one member of the Church has the right to call for a ballot vote.
- E. A quorum of at least 10 (ten) percent of the membership shall be present in order to conduct any Church business.

ARTICLE II - BALLOTS

Ballots shall be destroyed following the membership meeting at which the vote was taken after the results have been announced to the membership present and recorded in the meeting minutes.

ARTICLE III - LEADERSHIP BOARD

- A. Term: All elected Leadership Board positions shall be for a three year term.
- B. Vote: All Leadership Board positions require a two-thirds majority vote of membership present at the meeting.
- C. Number of Terms: There shall be no limit to number of terms served, however the individual shall be voted in by membership for each term served.

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- D. Eligibility: Individuals shall be members of the church for a minimum of one year to be eligible to be elected to serve on the Leadership Board.
- E. The quorum for the leadership board shall be at least one half of a full board membership.

ARTICLE IV - COMMITTEES AND MINISTRY OPERATIONS

- A. Committees will be established at the call of the Leadership Board for the sole purpose of assisting with Leadership Board function. Committees will have at least one Board member serving on or assigned as a liaison to the committee.
- B. Committees will be designated as standing or ad hoc committees reporting to the Leadership Board and will be directed by the Board with specific tasks and timeframes as required.
- C. Ministry operations shall be directed through Policy.

ARTICLE V - FISCAL YEAR

The fiscal year of the Church and all Church organizations shall be January 1 to December 31.

ARTICLE VI - PARLIAMENTARY AUTHORITY

The most recent edition of Robert's Rules of Order shall be the parliamentary authority for conduct of Leadership Board and membership meetings except where other rules have been established by by-law.

ARTICLE VII - POLICY AND PROCEDURE

- A. The Leadership Board may from time to time adopt or amend the Policy and Procedural Documents for the work of the Church in order to respond to changing ministry conditions.
- B. Proposed changes to, or the waiving of Policy and Procedural Documents at Leadership Board meeting shall require the affirmative vote of a majority of all Leadership Board members present.

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- C. All changes or waiving of Policy and Procedural Documents, shall be published in the Church bulletin.
- D. Policy and Procedural Documents shall support the spirit and intent of the Constitution & by-laws of the Church.

ARTICLE VIII - SIGNING OFFICERS

- A. The Moderator, Assistant Moderator and the Lead Pastor will be the signing officers of the Church. Two signatures are required for any transfers of membership, contracts and encumbering documents.
- B. The Moderator, Treasurer and Administrative Assistant will be the signing authorities for the bank account. Bank cheques require two of these signatures.

ARTICLE IX - VACANT LEADERSHIP BOARD POSITIONS

- A. When a position becomes vacant or when a position has not been filled by the designated election process, the Leadership Board shall confirm appointments to the vacant position(s).
- B. Vacant positions shall be filled as a full term position.
- C. Leadership Board appointments to any vacant position shall be elected by a two thirds majority vote by membership at the next congregational meeting.

END OF GOVERNING DOCUMENTS