

BYLAWS OF THE FIRST LUTHERAN CHURCH, AITKIN, MINNESOTA



107 Second Street SE
Aitkin, Minnesota 56431

(Bylaws Approved 1/31/2016)

Contents

B1 Statement of Purpose (*C4.04) 1

B2 Membership (C8.05.e.) 2

B3 Congregation Meeting (C10.01)..... 2

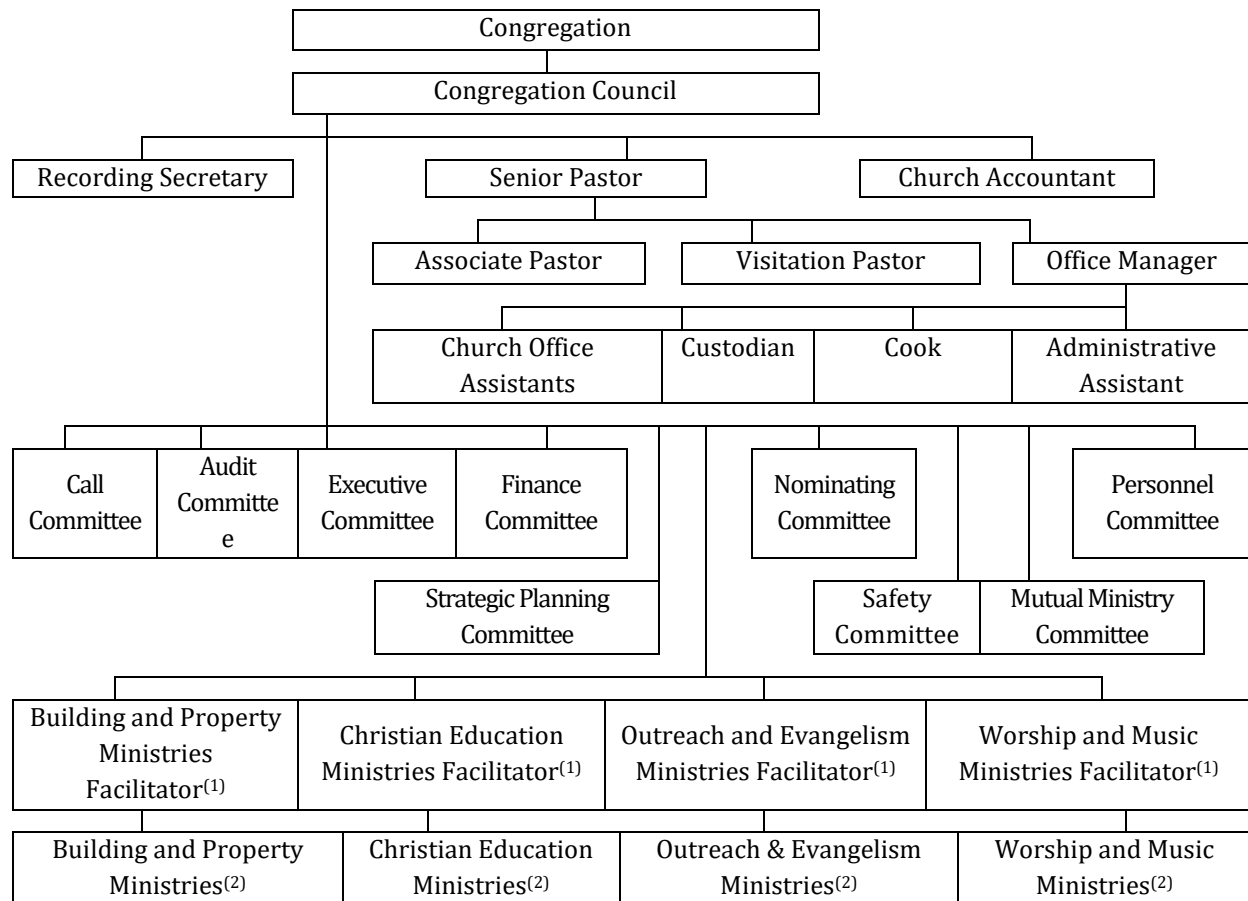
B4 Officers (C11.01) 4

B5 Congregation Committees/Ministries (C13.07)..... 4

B1 Statement of Purpose (*C4.04)

***C4.04.** This congregation shall develop an organizational structure to be described in the Bylaws and/or Continuing Resolutions. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. [Such descriptions shall be contained in continuing resolutions in the section on the Congregation Council.]

B1.01. Organizational Structure. The organizational structure of First Lutheran Church of Aitkin, Minnesota, shall be represented by the following:



(1) The Ministry Facilitator for each of the four ministries groups shall be a non-Executive Committee Council Member and shall be appointed by the Congregation Council. In addition, the Congregation Council shall also appoint at one Alternate Facilitator for each of the four ministries groups. The Alternate shall also be Council Member.

It shall be the duty of the Ministry Facilitators to act as liaison with all ministries under the respective heading. In order to achieve the ministries’ missions, this individual shall meet with each ministry, or the ministry leaders, at least once each 3 months. If necessary, the Ministry Facilitators shall work collectively to resolve any issues (i.e. leadership, projects, conflicts, etc.). Further, only after the Ministry Facilitators cannot reach a resolution, collectively, the issue shall be brought before the entire Congregation Council for resolve.

(2) Refer to CR 5 for a complete list of all ministries in this group.

- B1.02.** The President, Vice-president, Secretary, and Treasurer shall be members of the Congregation Council and elected by such at the first regularly scheduled and conducted meeting following the Congregation's Annual Meeting. They shall constitute the Executive Committee. The Pastor(s) shall attend all Executive Committee meetings, however, shall not be considered a member.
- B1.03.** The Recording Secretary shall be a volunteer member of the Congregation, while the Church Accountant shall be an employee of the Congregation, hired and supervised by the Congregation Council as provided in C12.08 and fairly compensated for his/her work. As such, the Recording Secretary and the Church Accountant shall not be voting members of the Congregation Council. The duties and responsibilities of the Recording Secretary and the Church Accountant shall be defined along with the officers of the congregation in the Continuing Resolutions of First Lutheran Church.

B2 Membership (C8.05.e.)

- B2.01.** Members who move away shall be encouraged to transfer their membership. Any member in good standing desiring to change membership to another congregation shall, upon request, be entitled to a letter of transfer by the Pastor and/or Congregation Council.
- B2.02.** A member of this Congregation who has not communed and made a contribution of record during the current and preceding year shall be considered inactive. Any member who shows no interest in attending church services, or fails to partake of communion, or fails to contribute in accordance with the Continuing Resolutions and the records kept by First Lutheran Church of Aitkin, shall, by the judgment of the Congregation Council, lose the right to vote and voice, and shall no longer be counted in the active membership statistics of this Congregation. However, his/her name and record shall be kept on the responsibility list for a period of five years thereafter. Such individual shall be encouraged to participate in the congregational life or to transfer elsewhere. If he or she resumes activity within the specified period, he/she shall be restored to the active membership list, if not he/she shall be dismissed from the congregation and notified accordingly by the Congregation Council. If the individual requests to remain longer on the responsibility list, it shall be permissible if deemed reasonable by the Congregation Council. Such member may be contacted by the Pastor and/or one or more other members of the Congregation. If the member continues to be inactive for a period of six months after having received visits, his or her name shall be submitted to the Congregation Council for consideration of removal from the membership roll. A two-thirds majority of the members of the Congregation Council shall be required to terminate the individual's membership in this Congregation.

B3 Congregation Meeting (C10.01)

- B3.01.** The Annual Meeting of this congregation shall be held on a Sunday in January or February to be designated each year by the Congregation Council. All voting members of this Congregation shall be encouraged to attend and take part in this meeting.
- B3.02.** (C10.02) A special Congregation Meeting may be called by the Pastor, the Congregation Council, or the President of this congregation, or shall be called by the president of the

congregation upon the written request of ten (10) percent of the voting members. The president of the Congregation Council shall call a special meeting upon request of the synodical bishop. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

- B3.03.** (C10.03) Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and/or by mail or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting.
- B3.04.** (C10.04) Ten (10) percent of voting members shall constitute a quorum. The current roster of voting, members shall be determined prior to each Annual Meeting.
- B3.05.** (C10.05.) Voting by proxy or by absentee ballot shall not be permitted.
- B3.06.** (C10.06.) All actions approved by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.
- B3.07.** (C10.07.) *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.
- B3.08.** The filing of a Notice of Intent to Make a Motion. Before making an allowable motion at any annual or special meeting of the congregation, the intended maker of the motion must file, not less than 10 days in advance of the meeting, a Notice of Intent to Make a Motion (NITMAM). At the discretion of the meeting leader, only said motions may be allowed at the meeting.
- B3.09.** During any Annual or Special Meeting of the congregation, it shall be the discretion of the Presiding Officer to limit the duration of any discussion as follows:
- a. Any topic to not more than ten (10) minutes,
 - b. Any individual to not more than two (2) minutes.
- B3.10.** The order of business at the Annual Meeting shall be:
- a. Call to Order and Opening Prayer
 - b. Acceptance of the Minutes of the previous Annual Meeting
 - c. Report of Nominating Committee and Election
 - (1) Unless it is deemed necessary by the presiding officer, voting shall be by verbal ballot.
 - (2) If more than one ballot is required in an election, it shall be in order by proper motion to limit the balloting to the candidates receiving the highest number of votes on the first ballot and after the second ballot to limit the balloting to the top two vote getters.

- d. Quick Look
- e. Ministry Reports
- f. Other Reports
- g. First Lutheran Financial Report
- h. Old Business
- i. New Business
 - (1) Approval of Proposed Budget
 - (2) Resolutions
- j. Other Business – subject to NITMAM
- k. Adjournment

B4 Officers (C11.01)

B4.01 The duties of the officers of this congregation shall be as defined in the Continuing Resolutions of First Lutheran Church of Aitkin, MN.

B5 Congregation Committees/Ministries (C13.07)

B5.01 The Congregation Council shall prepare, with input from current members of the currently operating committees/ministries, Continuing Resolutions establishing the Committees/Ministries of First Lutheran Church of Aitkin, MN. These Continuing Resolutions shall describe the duties and responsibilities of each committee/ministry.