

**MCC OF GREATER DALLAS, INC. BYLAWS**  
**As revised at Special Congregational Meeting on August 22, 2004**

**Article I – Name**

The name of this church shall be MCC of Greater Dallas, Inc.

**Article II – Affiliation**

This church is a member congregation of the Universal Fellowship of Metropolitan Community Churches (UFMCC); ascribes to the government, doctrine, vision, mission, and values of UMCC; and agrees to abide by the UFMCC Bylaws and decisions made by General Conference.

A. Successor Corporation - The Universal Fellowship of Metropolitan Community Churches is the not for-profit organization designated to receive the church's property in the event of dissolution or abandonment of the church or disaffiliation from the UFMCC, in accordance with UFMCC Bylaws.

B. Disaffiliation – A decision to disaffiliate from the UFMCC shall require a two-thirds (2/3) vote of the Members present at a Congregational Meeting called for the purpose of disaffiliating and shall be decided in accordance with UFMCC Bylaws.

**Article III – Purpose**

The purpose of this church is Christian fellowship, worship, witness, service, and ministry borne in the cooperation, program development, and implementation of UFMCC and local church Bylaws, Standard Operating Procedures, and Policies.

**Article IV – Members and Friends**

A. Criteria for Membership – Any baptized Christian who has completed a membership class may become a Member by participating in the Rite of Membership. A Member in good standing is a Member who registers his/her attendance, provides identifiable financial contributions and/or makes a definite service contribution, and demonstrates interest and loyalty.

1. Membership List – A member of the church staff, who shall report changes quarterly to the Board of Directors, shall maintain the list of Members in good standing.

2. Membership Review – The Board of Directors shall review the membership list in the month of September of each year.

a. A Member who does not have registered attendance, identified financial and/or definite service contributions, and demonstrated interest and loyalty within the preceding period of six (6) months to one (1) year may be removed from the list of Members in good standing and placed on a list of inactive Members.

b. The Board of Directors shall notify this Member in writing that the Member has been placed on a list of inactive Members and is not eligible to vote at any business meeting of the church.

c. If the inactive Member has not attended, provided identified financial and/or definite service contributions, and demonstrated further interest or loyalty for a period of two (2) months immediately following notification, the Board of Directors shall have the authority, at its discretion, to drop any such Member from the local church membership roll.

d. The inactive Member may be restored to the list of Members in good standing by a vote of the Board of Directors without a public reception into membership.

e. The inactive Member who is not restored during the period of two (2) months immediately following notification shall be considered a former Member.

f. A former Member may be restored to the list of Members in good standing after completing a membership class and participating in the Rite of Membership.

3. Right to Appeal - A decision by the Board of Directors to drop an inactive Member from the local church membership roll may be appealed by the inactive Member to the next regular Congregational Meeting or a Special Congregational Meeting called for that purpose. The

1 decision of the Congregational Meeting is final. Pending the outcome of the appeal, the inactive  
2 Member is not eligible to vote at any business meeting of the church.

3 a. Appeal process - The request for an appeal shall be submitted to the Clerk of the Board of  
4 Directors within thirty days following the date when the inactive Member was dropped from  
5 the local church membership roll.

6 b. The Board of Directors may consider the appeal and reverse its earlier decision without taking  
7 the matter to the Congregational Meeting.

8 c. Should the Board of Directors sustain its earlier decision and the inactive Member wish the  
9 appeal to continue, the request shall be included as an agenda item for the next regular  
10 Congregational Meeting or a Special Congregational Meeting called for the purpose of  
11 considering the appeal.

12 B. Friends of the Church – A person who, for one reason or another, feels unable to become a Member but  
13 who supports the goals of the church and wants to be a part of the work of the church may be  
14 designated as a “Friend of the Church.”

15 1. List of Friends of the Church –The list of Friends of the Church shall be maintained by church  
16 staff.

17 2. Limitations on Friends of the Church–Friends may serve on appointed committees and may  
18 participate in all activities of the church. Friends may not vote at Congregational Meetings or  
19 serve on the Board of Directors. Friends shall not be considered in determining the number of Lay  
20 Delegates.

21 C. Discipline of Members and Friends – The church cannot condone disloyalty or unbecoming conduct  
22 on the part of any Member or Friend. The Board of Directors is empowered to remove by majority  
23 vote any Member or Friend or take other appropriate disciplinary action.

24 1. Disloyalty is behaving in a manner that is not faithful to the spirit and values as defined by the  
25 church.

26 2. Unbecoming conduct is a behavior that contradicts the covenants of the church.

27 3. Right to Appeal – The action of the Board may be appealed to the next regular Congregational  
28 Meeting or a Special Congregational Meeting called for that purpose. The decision of the  
29 Congregational Meeting is final. Pending the outcome of the appeal of discipline, the disciplined  
30 Member or Friend shall remain under discipline and shall retain the right to vote at regular and  
31 Special Congregational Meetings, including the Congregational Meeting held to consider the  
32 appeal.

33 a. Appeal Process - The request for an appeal shall be submitted to the Clerk of the Board of  
34 Directors within thirty days following the date when the inactive Member was dropped from  
35 the local church membership roll.

36 b. The Board of Directors may consider the appeal and reverse its earlier decision without taking  
37 the matter to the Congregational Meeting.

38 c. Should the Board of Directors sustain its earlier decision and the inactive Member wishes the  
39 appeal to continue, the request shall be included as an agenda item for the next regular  
40 Congregational Meeting or a Special Congregational Meeting called for the purpose of  
41 considering the appeal.

## 42 **Article V – Congregational Meetings**

43 Government of the church is vested in its Congregational Meeting, which exerts the right to control of its  
44 affairs, subject to the provisions of the UFMCC Articles of Incorporation, Bylaws, or documents of legal  
45 organization, and the General Conference.

46 A. Time and Place – An annual Congregational Meeting shall be held each year in the month of  
47 November. The Board of Directors shall determine the time and place of the annual Congregational  
48 Meeting.

- 1 B. Notification – The Board of Directors shall ensure that an announcement of an upcoming  
2 Congregational Meeting is made at in writing at least two (2) weeks in advance of the meeting.
- 3 C. Voting Rights – Each Member in good standing has the right to vote. Proxy voting shall not be  
4 allowed. According to the resolution approved on March 8, 2004, by the MCCGD Board of Directors,  
5 absentee voting for the purpose of electing MCCGD Board members and MCCGD Pastor is allowed.  
6 Absentee voting on all other congregational issues is not allowed.
- 7 D. Votes Required for Approval – Decisions, including elections, requires approval by a vote of more than  
8 fifty percent (50%) of those Members present and voting, unless otherwise required by UFMCC  
9 Bylaws or otherwise stated in these local church Bylaws
- 10 E. Quorum – In order to transact business, no less than fifteen percent (15%) of the Members in good  
11 standing must be present.
- 12 F. Agenda – The agenda for Congregational Meetings shall be determined by the Board of Directors and  
13 will be made available one week prior to the Congregational Meeting.
- 14 1. Content – The agenda shall include, but not be limited to, election of members to the Board,  
15 election of Lay Delegates in the appropriate year, presentation of financial report, approval of  
16 budget, and receiving reports from the Board of Directors and the Pastor.
- 17 2. Additions to Agenda – Members may request the Board of Directors to add agenda items by  
18 submitting additional agenda items to the Clerk no later than two (2) weeks prior to the meeting.
- 19 G. Elections – All votes for positions shall be taken by secret ballot. Votes of affirmation from the floor  
20 are not permitted.
- 21 H. Special Congregational Meetings – In addition to the annual Congregational Meeting, special  
22 Congregational Meetings may also be held. Special Congregational Meetings are governed by the  
23 same rules as those pertaining to the Annual Congregational Meeting.
- 24 1. Calling a Special Congregational Meeting – A special Congregational Meeting may be called by  
25 either (a) majority vote of the Board, (b) the Pastor, or (c) a petition signed by at least fifteen  
26 percent (15%) of the Members and submitted to the Clerk.
- 27 2. The nature and purpose of the special Congregational Meeting shall be stated in the petition and in  
28 announcements and be written into the agenda.

29 **Article VI – Local Church Administrative Body**

- 30 A. Name – The local church administrative body shall be the Board of Directors, which is authorized to  
31 provide administrative leadership for MCC of Greater Dallas, Inc., subject to approval of the  
32 Congregational Meeting.
- 33 B. Responsibilities – The Board of Directors shall commit to effective governance and to openness in all  
34 of its relationships. The Board of Directors shall be responsible for providing the church with a set of  
35 Bylaws, which are subject to approval by Congregational Meeting and the Elder serving the Region  
36 and for submitting the approved Bylaws to the Elder serving the Region. The Board of Directors shall  
37 also have charge of all matters pertaining to the documents of legal organization and incorporation,  
38 risk management, and physical and financial affairs of the church. The Board of Directors shall also be  
39 responsible for collecting and disbursing funds, keeping adequate church records, and making timely  
40 reports to the Congregation and UFMCC. The Board of Directors shall appoint a separate Board of  
41 Trustees to be responsible for all matters pertaining to the acquisition, maintenance, usage, and  
42 disposal of church property, subject to approval of the Congregational Meeting.
- 43 C. Qualifications – Members of the Board of Directors must be Members in good standing of MCC of  
44 Greater Dallas, Inc. for at least six (6) months and have experience in the areas of financial planning,  
45 administration, and policy development.
- 46 1. Conflict of Interest – More than one person from a household, family, or committed relationship;  
47 someone who is a church employee; or someone who is a Clergy Candidate shall not be eligible to  
48 serve on the Board of Directors.
- 49 D. Composition – There shall be seven (7) members, including the Pastor who shall serve as Moderator.

- 1 E. Term of Office – The term of office for members of the Board of Directors, except the Pastor, shall be  
2 two-year staggered terms, with half being elected at each annual Congregational Meeting. The Board  
3 members shall take office immediately upon election. According to the resolution approved on March  
4 8, 2004, by the MCCGD Board of Directors, the newly elected November 2004 board members’ terms  
5 of service will be determined by drawing straws. This process is outlined in MCCGD’s SOP.
- 6 F. Meetings – The Board of Directors shall meet at least once a month no fewer than ten (10) times a  
7 year. Except for executive sessions, meetings shall be open to the congregation and to the public to  
8 attend as Observers without voice or vote.
- 9 1. Minutes – Minutes and financial reports shall be available to Members of the church within two  
10 (2) weeks after each meeting. Minutes shall include a record of those present and decisions made.  
11 A copy of the minutes shall become part of the permanent church records.
- 12 G. Quorum – No less than a majority of the members of the Board of Directors, including the Moderator,  
13 must be present in order to transact business. If the Moderator is unable to attend, a meeting of the  
14 Board of Directors may be conducted with the consent of the Moderator; in such instance, no less than  
15 a majority of the members of the Board of Directors must be present. If the Moderator is incapacitated  
16 or otherwise unable to consider granting consent, no less than a majority of the members of the Board  
17 of Directors, including the Vice-Moderator, must be present.
- 18 H. Official Officers – The official officers of the church are Moderator, Vice-Moderator, Clerk, and  
19 Treasurer.
- 20 1. Election of Officers – During the first meeting following elections to the Board, the Board of  
21 Directors shall elect from among its members persons to fill the positions of Vice-Moderator,  
22 Clerk, and Treasurer. The term of office for officers, except for Moderator, shall be one (1) year,  
23 beginning the first of the month following election.
- 24 a. Moderator – The Pastor shall serve as Moderator of the Board of Directors.
- 25 b. Vice-Moderator – The Vice-Moderator shall serve as Moderator of the Board in the absence or  
26 upon the request of the Moderator.
- 27 c. Clerk – The Clerk shall be responsible for ensuring the maintenance of official  
28 correspondence and church records, and for ensuring that accurate records are kept of all  
29 meetings of the Board of Directors and of the Congregation. The Clerk is the officer  
30 authorized to receive petitions submitted to the Board of Directors.
- 31 d. Treasurer – The Treasurer shall be responsible for ensuring the preparation and maintenance of  
32 all financial records. This shall include a monthly financial report to the Board and an annual  
33 financial report to the Congregation. The monthly and annual financial reports shall reflect  
34 receipts, disbursements, and outstanding financial obligations.
- 35 I. Vacancies – In the event of a vacancy on the Board of Directors, the Board may appoint a qualified  
36 Member to fill the vacancy until the next Congregational Meeting, when an election shall be held to  
37 fill the unexpired term.
- 38 J. Discipline – The church cannot condone disloyalty, unbecoming conduct, or dereliction of duty on the  
39 part of any member of the Board of Directors. Therefore, the Board of Directors may remove by a  
40 majority vote of the full Board of Directors any of its members guilty of the above, with the exception  
41 of the Pastor who must be disciplined in accordance with the UFMCC Bylaws. A petition submitted to  
42 the Clerk and signed by fifteen (15%) of the Members in good standing of the congregation may also  
43 initiate such a procedure.
- 44 1. Right to appeal – A disciplined member of the Board of Directors may appeal the action to the  
45 congregation at its next regular Congregational Meeting or at a Special Congregational Meeting  
46 that may be called for this purpose. The decision of the Congregational Meeting is final. Until the  
47 Congregational Meeting to consider the appeal, the position held by the disciplined member of the  
48 Board of Directors shall be considered vacant.
- 49 K. Limitation of Terms – A director or officer of the church shall serve no more than two consecutive  
50 terms. After a two-year break from service, an individual will be eligible to serve in the capacity of  
51 director or officer again.

- 1 L. Limitation of Liability – No director or officer of the church shall be liable for any act or failure to act  
2 by any other director or officer of the Church or by any employee of the Church. No director or officer  
3 of the Church shall be liable for any loss arising from any fault in the title to any property acquired by  
4 the Church. No director or officer of the Church shall be liable for any loss arising from any fault in  
5 any security in which the Church might invest, or from bankruptcy, insolvency, or wrongful act by any  
6 person to whom the Church might entrust any of its property. No director or officer of the church shall  
7 be liable for any loss due to error of judgment or oversight on his/her part, or for any other loss  
8 whatsoever occurring in the carrying out of the duties of his/her office, unless this loss arises from the  
9 director’s or officer’s own willful neglect or fraudulent or criminal actions.
- 10 M. Indemnity – The church shall protect every director and officer of the church against all costs arising in  
11 relation to his/her relations with the Church, unless they are occasioned by his/her own willful neglect  
12 or fraudulent or criminal actions.

13 **Article VII – Board of Trustees**

- 14 A. Responsibilities – The Board of Trustees is responsible for all matters pertaining to the acquisition,  
15 maintenance, usage, and disposal of church property, subject to approval of the Congregational  
16 Meeting. The Board of Trustees shall keep adequate records and make timely reports to the  
17 Congregation and UFMCC.
- 18 B. Qualifications – Members of the Board of Trustees must be Members in good standing of MCC of  
19 Greater Dallas, Inc. for at least six (6) month and have experience in the areas of property  
20 management, administration, and policy development.
- 21 1. Conflict of Interest – More than one person from a household, family, or committed relationship;  
22 someone who is a church employee; or someone who is a Clergy Candidate shall not be eligible to  
23 serve on the Board of Trustees.
- 24 C. Composition – There shall be five (5) members of the Board of Trustees appointed by the Board of  
25 Directors.
- 26 D. Term of Office – The term of office for members of the Board of Trustees shall be two-year staggered  
27 terms, with half being elected at each annual Congregational Meeting.
- 28 F. Meetings – The Board of Trustees shall meet at least four (4) times a year. Except for executive  
29 sessions, meetings shall be open to the congregation and to the public to attend as Observers without  
30 voice or vote.
- 31 1. Minutes – Minutes and financial reports shall be available to Members of the church within two  
32 (2) weeks after each meeting. Minutes shall include a record of those present and decisions made.  
33 A copy of the minutes shall become part of the permanent church records.
- 34 G. Quorum – No less than a majority of the members of the Board of Trustees must be present in order to  
35 transact business.
- 36 H. Officers – The official officers of the Board of Trustees are Chairperson, Vice-Chairperson, and  
37 Secretary/Treasurer and shall be designated by the Board of Directors.
- 38 1. Chairperson – The Chairperson shall moderate meetings of the Board of Trustees.
- 39 2. Vice-Chairperson – The Vice-Chairperson shall moderate meetings of the Board of Trustees in the  
40 absence or upon the request of the Chairperson.
- 41 3. Secretary/Treasurer – The Secretary/Treasurer shall be responsible for ensuring the maintenance of  
42 official correspondence, church records, and financial records related to church property, and for  
43 ensuring that accurate records are kept of all meetings of the Board of Trustees. This shall include  
44 a quarterly report to the Board and an annual report to the Congregation. The quarterly and annual  
45 reports shall reflect receipts, disbursements, and outstanding financial obligations.
- 46 I. Vacancies – In the event of a vacancy on the Board of Trustees, the Board of Directors may appoint a  
47 qualified Member to fill the unexpired term.
- 48 J. Discipline – The church cannot condone disloyalty, unbecoming conduct, or dereliction of duty on the  
49 part of any member of the Board of Trustees. Therefore, the Board of Trustees may recommend by a

1 majority vote of the full Board of Trustees that the Board of Directors remove a member from the  
2 Board of Trustees. Action by the Board of Directors or a petition submitted to the Clerk and signed by  
3 fifteen percent (15%) of the Members in good standing of the congregation may also initiate such a  
4 procedure.

5 1. Right to appeal – A disciplined member of the Board of Trustees may appeal the action to the  
6 congregation at its next regular Congregational Meeting or at a Special Congregational Meeting  
7 that may be called for this purpose. The decision of the Congregational Meeting is final. Until the  
8 Congregational Meeting to consider the appeal, the position held by the disciplined member of the  
9 Board of Trustees shall be considered vacant.

10 K. Limitation of Liability – No member of the Board of Trustees shall be liable for any act or failure to act  
11 by any director, officer of the Church, other member of the Board of Trustees, or any employee of the  
12 Church. No member of the Board of Trustees shall be liable for any loss arising from any fault in the  
13 title to any property acquired by the Church. No member of the Board of Trustees shall be liable for  
14 any loss arising from any fault in any security in which the Church might invest, or from bankruptcy,  
15 insolvency, or wrongful act by any person to whom the Church might entrust any of its property. No  
16 member of the Board of Trustees shall be liable for any loss due to error of judgment or oversight on  
17 his/her part, or for any other loss whatsoever occurring in the carrying out of the duties of his/her  
18 office, unless this loss arises from the member's own willful neglect or fraudulent or criminal actions.

19 L. Indemnity – The church shall protect every member of the Board of Trustees against all costs arising in  
20 relation to his/her relations with the Church, unless they are occasioned by his/her own willful neglect  
21 or fraudulent or criminal actions.

## 22 **Article VIII – Pastor**

23 A. Role – The Pastor is the UFMCC clergy person with a license to practice who has been called by God  
24 and elected by the church to be responsible for the duties of teacher, preacher, and spiritual leader until  
25 such time that the relationship is terminated. The Pastor shall also fulfill such other roles and  
26 responsibilities as are stated in the UFMCC Bylaws and the policies of the church.

27 1. Interim Pastoral Leader – In the event that a UFMCC clergy person is not available to serve as  
28 Pastor, the Board of Directors may request the Regional Elder to appoint an Interim Pastoral  
29 Leader, who shall be subject to a background check. The Interim Pastoral Leader serves at the  
30 discretion of the UFMCC Region 8 Elder with input from the MCCGD Board of Directors and  
31 congregation. The Interim Pastoral Leader shall have the authority to fulfil all of the roles and  
32 responsibilities of Pastor.

33 B. Responsibilities - The Pastor shall have authority for ordering all worship services of the church;  
34 determining when other worship services will be held, subject to approval of the Board of Directors;  
35 appointing compensated and uncompensated church staff, subject to the approval of the Board of  
36 Directors; and determining compensation, vacation periods, and titles of office of the church staff,  
37 subject to approval of the Board of Directors. The Pastor shall serve as a voting member of the Board  
38 of Directors, Moderator of the Board of Directors and of Congregational Meetings, personnel director,  
39 and as primary spokesperson of the church to the community. The Pastor may delegate such duties as  
40 seem wise, including but not limited to the duty of serving as Moderator of the Board of Directors and  
41 of Congregational Meetings.

42 C. Pastoral Covenant – The Board of Directors and Pastor shall develop a covenant **between** the Pastor  
43 and the church. The covenant shall include a job description and address such matters as compensation  
44 that is consistent with equitable local standards, benefits, allowances, and leave. All provisions of the  
45 contract shall be subordinate to the Bylaws of the UFMCC.

46 1. Conference Expenses – To the best of its ability, the congregation shall fund the Pastor's  
47 transportation, registration, accommodations, and per diem at General and Regional Conferences.

48 D. Pastoral Vacancy – In the event of a vacancy in the position of Pastor, a Pastoral Search Committee  
49 shall be responsible for presenting a qualified candidate for election at a Congregational Meeting. The  
50 Pastoral Search Committee shall develop and implement the pastoral search process, in consultation  
51 with the Regional Elder.

- 1 1. Composition of Pastoral Search Committee – The Pastoral Search Committee shall consist of five  
2 (5) members selected by the Board of Directors.
- 3 2. Election of Pastor – To be elected, the candidate presented by the Pastoral Search Committee must  
4 receive more than seventy percent (70%) of the votes cast by members in good standing during a  
5 Congregational Meeting.
- 6 E. Termination of Relationship – The Pastor and congregation may choose at any time to terminate their  
7 relationship through mutual agreement. Unilateral failure to renew the Pastor’s contract shall not  
8 constitute removal of the Pastor from office. No petition for removal of the Pastor based on  
9 irreconcilable differences is valid unless preceded by the process of conflict resolution, as referred to  
10 in Article IX.

### 11 **Article IX – Conflict Resolution**

- 12 When there are conflicts or difficulty within the church that cannot be resolved, including conflicts  
13 between the Pastor and congregation, the Board of Directors, the Pastor, any Lay Delegate, or a petition  
14 signed by a minimum of thirty-three percent (33%) of the Members in good standing may invite  
15 intervention by the Regional Elder to resolve the conflict, in accordance with UFMCC Bylaws.
- 16 A. Removing the Pastor from Office – The church shall follow the process as outlined in the UFMCC  
17 Bylaws for removing the Pastor from office for disloyalty, unbecoming conduct, dereliction of duty, or  
18 when irreconcilable differences arise that cannot be resolved through mutual agreement.
- 19 B. Any petition to initiate the process of removing the Pastor from office must be submitted to the Clerk  
20 of the Board of Directors and be signed by at least twenty-five percent (25%) of the members in good  
21 standing.
- 22 C. The Board of Directors may initiate the process of removing the Pastor from office by a vote of three-  
23 fourths (3/4) of the full Board of Directors.
- 24 D. The Clerk shall send a copy of the completed petition or motion of the Board of Directors to the  
25 Regional Elder within three (3) days.
- 26 E. The Pastor shall remain fully compensated until the final action of the congregation.

### 27 **Article X – Lay Delegate**

- 28 The church shall elect one (1) layperson for every one hundred (100) Members in good standing, or part  
29 thereof, to serve as Lay Delegate. The Lay Delegate shall be a Member in good standing of this church.
- 30 A. Election – The Lay Delegate shall be elected at the next regular Congregational Meeting following  
31 each General Conference. A majority of the votes cast shall be required to elect.
- 32 B. Term of Office - The term of office of Lay Delegate shall be two (2) years.
- 33 C. Duties – The duties of the Lay Delegate shall be to represent the congregation at General and Regional  
34 Conferences, to communicate with the congregation regarding UFMCC concerns and policies.
- 35 D. Funding - To the best of its ability, the congregation shall fund the Lay Delegate’s transportation,  
36 registration, accommodations, and per diem at General and Regional Conferences.
- 37 E. Alternate Lay Delegate – The church shall elect two (2) Alternate Lay Delegates. The election, term of  
38 office, and funding shall be the same as for Lay Delegates.
- 39 1. Notification to Alternate Lay Delegate – When a Lay Delegate is unable or unwilling to perform  
40 the duties of Lay Delegate, the Lay Delegate shall immediately inform the Clerk of the Board of  
41 Directors. The Board of Directors shall select which of the Alternate Lay Delegates shall serve in  
42 the absence of the Lay Delegate. If an Alternate Lay Delegate is unable to serve, the Board of  
43 Directors shall appoint another person to serve in the absence of the Lay Delegate.
- 44 2. Duties – The duties of the Alternate Lay Delegate shall be to stay informed of UFMCC concerns  
45 and policies and to be prepared to assume the duties of any Lay Delegate who is unable or  
46 unwilling to perform the duties of Lay Delegate, including but not limited to representing the  
47 congregation at General and Regional Conferences.

- 1 F. Discipline – The church cannot condone disloyalty, unbecoming conduct, or dereliction of duty on the  
2 part of any Lay Delegate or Alternate Lay Delegate. Therefore, the congregation may remove any Lay  
3 Delegate or Alternate Lay Delegate by a majority vote at a regular or special Congregational Meeting  
4 called for that purpose. A petition presented to the Board of Directors and signed by twenty-five  
5 percent (25%) of the Members in good standing of the congregation may also initiate such a procedure.
- 6 1. Appeal of Discipline – A disciplined Lay Delegate or Alternate Lay Delegate may appeal the  
7 action to the congregation at its next regular Congregational Meeting or at a special  
8 Congregational Meeting that may be called for this purpose. The decision of the Congregational  
9 Meeting is final. Until the Congregational Meeting to consider the appeal, an Alternate Lay  
10 Delegate shall fill the position held by the disciplined Lay Delegate.

11 **Article XI – Church Finances**

- 12 A. Authorized Signatures – Any church bank or other financial accounts shall require two signatures for  
13 withdrawals, one of which shall be that of a designated member of the church staff. The Board of  
14 Directors shall grant signature authority at its discretion.
- 15 B. Limit on Expenditures – The Pastor shall have the authority to commit church funds within the  
16 approved budget in any amount not to exceed five percent (5%) of the annual budget; any expenditure  
17 greater than that amount requires the approval of the Board of Directors.
- 18 C. The Board of Directors shall have the authority to commit church funds within the approved budget in  
19 any amount not to exceed ten percent (10%) of the annual budget; any expenditure greater than that  
20 amount requires congregational approval.
- 21 1. Fiscal Year – For the purpose of reporting to UFMCC, the fiscal year of the church shall be the  
22 calendar year.
- 23 D. Church Budget – The Board of Directors shall be responsible for presenting to the Congregational  
24 Meeting for approval an annual operating budget that reflects anticipated receipts and disbursements.  
25 The approved budget may be amended, as needed, by two-thirds (2/3) vote of the Board of Directors,  
26 which shall immediately notify the Members of the Church that such amendment has been made.
- 27 1. Budget Year – The annual budget of the church shall cover the period from January through  
28 December.
- 29 E. Assessments – The Board of Directors shall report quarterly to the UFMCC the number of members in  
30 good standing for each month within the quarter and shall remit the Board of Pensions assessments as  
31 set by General Conference. The report and remittance are due to the Board of Pensions on or before the  
32 tenth (10th) day of the month following the quarter reported. (REQUIRED FOR U.S. CHURCHES  
33 ONLY)
- 34 F. Tithes – The Board of Directors shall report all church receipts each month to the UFMCC, and with  
35 that report shall remit a percentage of the funds reported. The percentage of funds to be remitted shall  
36 be determined by General Conference.

37 **Article XII – Adoption and Amendments**

- 38 A. Adoption – These Bylaws shall become effective immediately upon adoption by the Congregational  
39 Meeting and approval by the Regional Elder.
- 40 B. Amendments – These Bylaws may be amended or repealed at any duly convened Congregational  
41 Meeting. Proposed amendments or repeals shall be submitted in writing to the Board of Directors no  
42 later than thirty (30) days prior to the Congregational Meeting the proposal is to be considered.  
43 Proposed amendments or repeals will be made available to the Congregation two weeks prior to the  
44 Congregational Meeting. Adoption of the amendment or the repeal shall require approval by a two-  
45 thirds (2/3) affirmative vote and is subject to approval by the Regional Elder. Amendments that are  
46 necessitated by amendments made to the UFMCC Bylaws shall not require approval by the  
47 congregation.