

**CONSTITUTION AND BYLAWS  
VISTA GRANDE BAPTIST CHURCH  
COLORADO SPRINGS, COLORADO**

**PREAMBLE**

For the more certain preservation and security of the principles of the faith, to increase communication and understanding, and to the end that this body may be governed in a decent and orderly manner consistent with the Holy Scriptures, and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches of the Southern Baptist Convention, we do declare and establish this constitution.

**ARTICLE I: NAME OF CHURCH**

The name of this church is Vista Grande Baptist Church, of Colorado Springs, Colorado.

**ARTICLE II: PURPOSE**

The purpose of this church is to nurture spiritual growth by ministering to the spiritual, emotional and physical needs of all our members and by serving our Lord in unity of spirit and in a joyful, but reverent manner; always setting a good Christian example for both believers and non-believers. A co-equal purpose is to win souls for Christ. To the above ends, we will provide an adequate place to worship in warmth and friendliness, and to the extent of our ability, promote missionary enterprises at home and abroad.

**ARTICLE III: STATEMENT OF FAITH**

- A. We believe that the Holy Bible is the divinely inspired written Word of God, the record of God's revelation of Himself to man, to be accepted in its entirety as the final authority in matters of faith and practice. The Bible is the basis for this statement of faith.
- B. We believe that Jesus Christ is the Son of God, conceived of the Holy Spirit and born of a virgin; that He lived in this world, yet without sin; that He was crucified, and in His death, bore the sins of all men of all time; that He was buried and on the third day arose from the dead, thus establishing redemption for all men who accept Him as Savior; that He ascended unto God the Father and will come again to receive unto Himself the redeemed, passing judgment on all who reject Him as Savior.
- C. We believe that the Holy Spirit is the divine third person of the trinity; that He is ever present to convict the unbeliever and to comfort, strengthen and direct the believer.
- D. We believe that every man is a sinner by nature, and sins of his own free will; that he lives under the condemnation of sin and needs to be saved; that salvation is a work of grace, received when the unbeliever repents of his sins, believes on the Lord Jesus Christ, and accepts Him as his personal Savior; and that salvation is a present and permanent possession of true believers.
- E. We believe that the ordinance of baptism is the immersion in water of a professed believer in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried and risen Savior, and his own death to sin, the burial of his old life and his resurrection to a new life in Jesus Christ.
- F. We believe that the Lord's Supper is a symbolic act of obedience whereby members of the Body of Christ, in obedience to His command, partake of the bread and the fruit of the vine, to commemorate the sacrificial death of the Lord Jesus Christ.

**ARTICLE IV: CHURCH COVENANT**

Having been drawn by the Holy Spirit to receive Jesus Christ as my Savior and Lord, and on my public profession of my faith in Him, having been immersed in the name of the Father, and the Son, and of the Holy Spirit, I do now enter into covenant with this church as one body in Christ.

I promise, with the aid of the Holy Spirit, to strive for the advancement of this church for the glory of Christ, in proclaiming, ministering, witnessing and educating; to sustain its worship, ordinances, discipline and doctrines;

To contribute in a cheerful and regular manner to the expenses of this church, the relief of the poor, and the spread of the gospel through all nations;

To walk with fellow Christians in brotherly love; to help those who are weak in the faith, sick or in distress, remembering them in prayer.

I also promise to study the scriptures and maintain family and private devotions; to bring up my children in the way of the Lord; to seek the salvation of lost kindred and acquaintances;

To work honestly in the world; to be just in my dealings, faithful in my commitments, and exemplary in my behavior;

To abstain from harmful habits and appearances of evil, as consistent with the Holy Scriptures;

To return to no man evil for evil, but be always ready for reconciliation, and mindful of the rules of our Savior to seek it without delay, and to use my leisure time to build body, soul, and character, as well as Christian fellowship.

When I move from this place, I will as soon as feasible, unite with some other church where I can carry out the spirit of the covenant and the principles of God's word.

#### **ARTICLE V: CHARACTER OF THIS CHURCH**

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body. We do, however, recognize the advantages of cooperation and alliance with other churches, associations, or conventions of like conviction and order, for the purpose of joint endeavor to advance the cause of Christ. Therefore, we will maintain our allegiance with the Southern Baptist Convention. Specific alliances will be subject to the direction of the membership.

A. Each member of this church has an equal voice and vote on all matters brought before the church in any business meeting.

B. To put the principles set forth in this constitution into practice and ensure the day to day worship and business of the church are conducted in an orderly and well understood manner, bylaws may be adopted by the church provided they are not inconsistent with this constitution.

C. The Vista Grande Baptist Church has the right to own real and personal property and all such property shall be held by three or more trustees elected by the church. The trustees shall have the power, authority and duties as set forth in the bylaws.

#### **ARTICLE VI: AMENDMENT PROCEDURES**

A petition signed by five (5) percent of the membership of the church shall be necessary and sufficient for the calling of a meeting to amend any article of this constitution. Copies of the intended amendment and the article to be amended shall be mailed by the church to the membership at least two weeks prior to the meeting to amend. The

vote to amend shall be held on the date of one of the regularly scheduled business meetings of the church. This date and the intention to amend the constitution shall be announced from the pulpit on two consecutive Sunday mornings immediately preceding the meeting to amend. A two-thirds (2/3) majority of the members present at a meeting called for the purpose shall be necessary to amend this constitution, with twenty (20) percent of the membership as of that date constituting a quorum.

## VISTA GRANDE BAPTIST CHURCH BYLAWS

### ARTICLE I: MEMBERSHIP

#### A. GENERAL:

The membership reserves the exclusive right to determine who shall be members of the church. Membership obligations are set forth in the Church Covenant. Every member assumes equal responsibility with every other member to live a Christian life in harmony with the principles and practices of this church and the provisions of the church's Constitution.

#### B. ADMISSION TO MEMBERSHIP:

All persons requesting membership in the church shall be counseled concerning their personal faith in the Lord Jesus Christ and the church's requirements for membership prior to being presented to the church. Should there be any dissent as to any candidate, such dissent shall be referred to the deacons for investigation and the making of a recommendation to the church within four (4) weeks. An affirmative vote of three-fourths (3/4) of the members present and voting shall be required to elect such candidates to membership. The church receives members into the fellowship in the following ways:

##### 1. PROFESSION OF FAITH AND BAPTISM:

Any person publicly professing faith in the Lord Jesus Christ as personal Savior may be received following baptism.

##### 2. LETTER:

Any person promising a letter of recommendation and dismissal from another church of like conviction and practice may be received by virtue of such a letter.

##### 3. STATEMENT:

Any person who has professed faith in the Lord Jesus Christ as personal Savior, whose membership records are not available, may be received by statement. Such candidates, before being presented to the church, shall meet with the pastor or another staff minister to determine whether the candidate understands the experience of spiritual rebirth and that the baptism by immersion was by a church of like conviction.

##### 4. RESTORATION:

Any excluded or dropped member may be restored to membership upon the recommendation of the deacons and approval of the church.

#### C. TERMINATION OF MEMBERSHIP:

##### 1. LETTER OF RECOMMENDATION

Letters to other churches of like conviction and practice may be granted by the church at any business meeting dismissing those members to unite with the designated church.

##### 2. ERASURE

Members who have united or desire to unite with a church of another conviction and practice shall, upon

request or proof of membership in the other church, have their names removed from the church roll by action of this church at any business meeting.

3. EXCLUSION

The hand of fellowship may be withdrawn from a member who has been adjudged of gross immoral conduct or who has become a liability to the general welfare of the church by reprehensible behavior as defined by scripture and who fails to repent, thus disregarding his/her covenant obligations. Every reasonable effort shall be made to resolve the situation according to the scriptural mandate of Matthew 18:15-17. If it becomes necessary for the church to take action, the deacons shall make the recommendation to the church. An affirmative vote of two-thirds (2/3) of the members present and voting by ballot during a closed, special business meeting, shall be necessary to exclude a member.

4. DEATH

The names of deceased members shall be included in the Annual Church Profile and thereafter transferred to a permanent record of deceased church members.

5. DROPPED AS INACTIVE

An inactive member may be dropped from the roll by the church at any business meeting upon review of circumstances and recommendation of the deacons.

**ARTICLE II: CHURCH OFFICERS AND STAFF**

A. SCRIPTURAL OFFICERS:

Scriptural officers are the pastor, staff ministers, and the deacons. Under the leadership of the pastor they are responsible for the pastoral ministries of the church.

1. THE PASTOR

The pastor is responsible for leading the church to function as a New Testament church; (references: Matthew 16:16, 18; Romans 12:4-5; I Corinthians 3:9, Ephesians 1:22, 23; Colossians 1:18, I Peter 2:9; and other New Testament instructions). His primary tasks grow out of the instructions in Ephesians 4 to equip the saints for the work of the ministry, and Acts 20:28, to be the overseer and shepherd of the church. He shall lead the congregation, the organizations and church staff, to perform their tasks. This purposeful leadership is provided through preaching, teaching, guiding the organizational units, and leaders; and through counseling with persons and groups in the church. The pastor shall normally administer the New Testament ordinances of Baptism by immersion and the Lord's Supper, and shall perform other duties according to a job description developed by the Personnel Committee, in consultation with the deacons, and approved by the church.

Whenever a vacancy occurs, the church council shall instruct the nominating committee to enlist members to serve on a pastor search committee to be elected by the church. The church may call a pastor upon consideration of a recommendation from this committee. An affirmative vote of three-fourths (3/4) of the members present and voting by ballot at a special business meeting shall be necessary to call a pastor with ten (10) percent of resident membership constituting a quorum. A pastor, thus selected, shall serve until the relationship is terminated at his request or by action of the church.

The pastor may be recalled by the church after an investigation and upon consideration of a recommendation by the deacons. An affirmative vote of three-fourths (3/4) of the members present and voting by ballot during a closed special business meeting shall be necessary to recall a pastor with ten (10) percent of resident membership constituting a quorum.

2. STAFF MINISTERS

Staff ministers may administer the ordinances of Baptism by immersion and the Lord's Supper, and perform other duties according to a job description developed by the personnel committee and approved by the church. The recommendation to fill vacancies or to recruit additional staff ministers shall be made to the church by the church council. After church approval, the nominating committee shall enlist members to serve on a search committee to be elected by the church. The same procedure for calling a pastor shall be used to call a staff minister

except that the search committee will obtain the concurrence of the pastor before making the recommendation to the church. A staff minister, thus selected, shall serve until the relationship is terminated by his request or by action of the church. The same procedure for the recall of a pastor shall be used for the recall of a staff minister except that the pastor and the deacons shall make the recommendation to the church.

### 3. THE DEACONS

As New Testament officers of the church, the deacons are responsible before God and to the membership for the spiritual affairs of the church. The qualifications, ordaining and/or functioning of the body of deacons, shall be in accordance with the following scriptures: Acts 6:1-15, I Timothy 3:8-13, Matthew 18:15-17, I Corinthians 5:9-13, and I Thessalonians 5:12-15.

- a. They are to be zealous to guard the unity of the Spirit within the church in the bonds of peace.
- b. They shall be men of prayer, striving continually to acquaint themselves more fully in the scriptures through Bible study.
- c. They shall serve as a council of advice and confer with the pastor and staff ministers in all matters pertaining to the welfare and work of the church.
- d. In council with the pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, they are to have oversight of discipline within the church.
- e. They shall be responsible with the pastor for pulpit supply in the temporary absence of the pastor. They shall assist the pastor in the ordinances of Baptism and Lord's Supper.
- f. They are to establish and maintain fraternal relations with and inspire oversight of all the membership of the church. Especially, they are to seek to know the physical needs and the moral and spiritual struggles of the members, and to serve the whole church in relieving, encouraging and developing all who are in need.
- g. The number of deacons, their term of service, scriptural and practical qualifications, and the manner of their nomination, election, and ordination shall be determined by policies and procedures developed by the deacons and approved by the church.

### B. GENERAL OFFICERS:

General officers are responsible to monitor and carry on certain business, administrative and legal functions of the church. Exclusive of the trustees, they are elected by the church annually for a one (1) year term. General officers have responsibilities characterized in these bylaws. Their work shall be further clarified in a job description for each position approved by the church.

#### 1. TRUSTEES

The church shall have three (3) or more trustees. Trustees shall serve on a rotation basis with at least one (1) trustee elected by the church annually for a three (3) year term. They hold in trust all church property. They have no authority to act except as delegated by the church in a business meeting. Upon a specific vote of the church authorizing each action, they have authority to buy, sell, mortgage, lease or otherwise transfer any church property. All transactions involving real property require an affirmative vote of two-thirds (2/3) of the members present and voting at a business meeting with one (1) full week's advance notice by a mail out to the resident membership, with ten (10) percent of the resident membership constituting a quorum. All other transactions may be authorized by the church at any business meeting by a simple majority vote. When so authorized to act, two (2) trustees shall sign all deeds, mortgages, leases, or other legal documents related to church-approved matters. The trustees shall safeguard all legal documents such as mortgage loans, property deeds, and insurance policies. They shall perform the liaison function on legal matters for the church.

#### 2. TREASURER

The treasurer, as financial officer and custodian of the church's funds and other liquid assets, shall be responsible for implementing the financial program of receiving, recording, disbursing, and reporting of all monies and gifts to the church. The treasurer shall render timely reports of all receipts, disbursements, fund balances, and other information pertaining to the financial status of the church. Clerical and bookkeeping functions may be delegated to other volunteers or paid secretarial staff. The Treasurer shall ensure that all permanent and important financial records of the church are preserved.

3. MODERATOR

The moderator is the presiding officer at business meetings of the church. In his absence, or if he temporarily steps down as moderator, the chairman of the deacons, or the vice-chairman of the deacons, or an acting moderator selected by the church, shall preside. The moderator shall be a layman and shall hold no other general office during his term. The emphasis of his duties is to guard and maintain the fellowship of the church by adhering to the rules of decorum. He shall be fair and impartial in allowing discussion of issues.

4. CLERK

The clerk shall be responsible for keeping an accurate record of all business meetings of the church and for filing a typed copy in the church office as a permanent record. The clerk shall maintain a complete roll of resident, non-resident, and former church members, showing dates of admission and termination; request and forward letters of dismissal after action by the church; and render membership reports to the church. The clerk shall prepare the Annual Church Profile, and sign all official documents certifying action taken by the church. An assistant clerk may be elected by the church. Some of the responsibilities of the clerk may be delegated to other volunteers or paid secretarial staff.

C. ORGANIZATIONAL OFFICERS:

The director of each church established organization shall be installed and perform duties according to a job description approved by the church. Organizational officers are elected by the church annually to serve for a one (1) year term. They are responsible for directing certain programs for the church, i.e., Bible study, Discipleship Training, Evangelism, Mission Outreach, and other tasks as designated by the church. Organizational officers shall ensure that job descriptions are available for all church-elected volunteer positions in his/her area of assignment. The officers, in consultation with the minister of education, may develop program policies and procedures for inclusion in the church operations manual. Organizational officers are expected to report to the church at every quarterly business meeting.

D. CORPORATE OFFICERS:

The pastor shall serve as president of Vista Grande Baptist Church, Inc., the church administrator shall serve as the vice-president, the church treasurer shall serve as treasurer of the corporation, and the church clerk shall serve as secretary. In the absence of a pastor or church administrator, the Church Council shall appoint either a deacon or trustee to serve during interim until a new staff member is called.

E. NON-MINISTERIAL STAFF:

Non-ministerial staff shall be employed as the church determines the need for their services by including the salaries in the annual budget. The Personnel Committee, with the concurrence of the pastor, shall have the authority to employ and to terminate the services of non-ministerial staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the church. To avoid even the appearance of nepotism or preferential treatment, the spouses or adult children of church employees shall not be hired.

**ARTICLE III: CHURCH COMMITTEES AND COUNCILS**

A. GENERAL:

Church committees shall be classified as the Church Council; regular committees; special committees, including service groups; or councils. They shall have responsibilities as defined in these bylaws and in the church manual. The pastor shall be an ex-officio member of all committees and councils.

B. THE CHURCH COUNCIL:

The church council is an advisory and correlating body responsible for coordinating the ministries, programs and functions of the church and its organizations and committees into a unified plan. The council shall evaluate the programs suggested by church members to prevent overlapping functions and to allocate the leadership, calendar time, and other resources necessary for implementation. The council is exclusively responsible for recommending

new programs and changes to existing programs to the church. In addition, the council shall develop and disseminate the church calendar. Regular members of the council are the called staff, chairman of the deacons, the directors of Discipleship Training, Women's Ministry, Men's Ministry, AWANA, a representative from all church-elected councils, the chairperson or a designee, of all regular committees and the Hospitality Committee. The pastor shall chair the council. The church secretary responsible for the calendar shall be the secretary of the council, and if a member of the church, a voting member of the council. Other church members may be asked to participate in council meetings and shall be given a vote when the work of the council pertains to their area of responsibility. The quorum shall consist of a majority of the council.

C. REGULAR COMMITTEES:

Regular committees are permanent, deliberative committees that perform administrative services for the church. All regular committees, exclusive of the nominating committee, and the church manual committee, shall have six (6) at large members serving on a rotation basis with two (2) members elected by the church annually for a three (3) year term. To further clarify their work, each committee shall develop and maintain policies and procedures for their areas of responsibility, not inconsistent with these bylaws, and approved by the church. Whenever the making of certain recommendations to the church is assigned to a specific committee, it shall be made exclusively by that committee, unless otherwise specified in these bylaws. Ex-officio members have the same privileges of membership as at large members, including the right to vote. Except in the case of the pastor, they are counted in determining if a quorum is present at a meeting of the committee. The quorum shall consist of a majority of the committee. Programs shall be coordinated through the Church Council before being presented to the church.

1. MISSIONS COMMITTEE

This committee seeks to discover possibilities for mission projects and shares findings with the church and organizational units. The committee shall establish and conduct such mission projects as the church may assign to them, serving as the liaison between the church and any operating mission. They shall further plan and recommend to the church an adequate mission education and support program. The committee shall consist of a representative from the Women's Ministry, Men's Ministry, and six (6) at large members with two (2) members elected annually for a three (3) year term.

2. NOMINATING COMMITTEE

This committee's principle function is to lead in staffing all church elected leadership positions filled by volunteers, unless otherwise provided in these bylaws or in policies and procedures approved by the church. The committee shall recommend to the church all members who accept the invitation to serve. Nominations may also be made from the floor. Term limitations, if any, and guidelines for filling unexpired terms shall be included in the committee's policies and procedures. The committee shall include eight (8) at large members elected annually by the church. The deacons, in consultation with the called staff, shall recommend nominees for this committee during the December business meeting. The minister of education shall be a member of the committee along with a representative appointed from the Women's Ministry, Men's Ministry and AWANA. The deacons shall appoint one of the at large members to chair the committee. This committee of twelve (12) shall serve for a calendar year beginning January 1.

3. PERSONNEL COMMITTEE

This committee shall assist the church in matters related to personnel administration. The committee serves in an advisory capacity to the employed staff. They shall recommend to the church job descriptions and personnel policies and procedures for the employed staff, to include procedures for the annual job performance evaluations. They shall study and recommend to the Church Council the need for additional staff. Instructions for recruiting an interim pastor or other interim ministerial staff, as well as instructions for changing the employment status from interim to permanent staff minister, shall be included in the committee's policies and procedures. They shall recommend to the Stewardship Committee, for inclusion in the budget, the salary and benefits of all employed staff, both full time and part time.

4. PROPERTY AND SPACE COMMITTEE

This committee serves the church in matters related to properties administration. Their work includes such

areas as supervising the care and maintenance of the physical facilities, buildings, lands, and furnishings; consulting with the appropriate supervisor and Personnel Committee whenever this interest reflects on the custodian's time and job description. They shall recommend to the church policies and procedures regarding the use and maintenance of property and facilities. They shall arrange for adequate insurance coverage for the church. All trustees shall be ex-officio members of this committee.

5. STEWARDSHIP COMMITTEE

This committee shall develop and recommend to the church the policies and procedures for administering the budget, as well as an orderly system of receiving, recording, disbursing, and reporting of all funds given for the work of the church. The committee shall approve the financial institution for the deposit of the church's funds, and designate those members authorized to sign checks for the church. They shall present to the church annually a budget development plan, and a unified budget according to the plan the church approves. After adoption by the church they shall recommend all revisions and amendments to the budget. They shall lead the membership to develop spiritually in their giving by promoting stewardship education. The treasurer shall be an ex-officio member of this committee.

6. CHURCH OPERATIONS MANUAL COMMITTEE

The purpose of this committee is to develop and maintain a church operations manual. Policies and procedures for organizations and committees, as well as job descriptions for all employees and church-elected volunteer positions, shall be included in the manual. These bylaws specify the policies, procedures, and job descriptions that require church approval. The committee shall approve all other such documents for inclusion in the church manual. The committee may revise any text submitted to them, after consultation with the appropriate church officer, committee chairperson, or organizational director. Disputes, if any, shall be brought to the church for resolution at any quarterly business meeting. A copy of the manual shall be kept in the church office and made available for use there by any church member. The committee shall annually review the bylaws and manual, making written recommendations for revisions to the appropriate organizational unit. Any church member may recommend changes to the manual by contacting the chairperson of this committee. The committee's policies and procedures shall include instructions, consistent with these bylaws, for making changes to the manual. This committee shall consist of nine (9) at large members with three (3) members elected by the church annually for a three (3) year term. The minister of administration and the minister of education shall be ex-officio members of the committee.

D. SPECIAL COMMITTEES:

Special committees, including service groups, provide essential services for the church. Ordinarily the need for these committees shall be recommended to the church by the Church Council. Whenever such committees are created by action of the church, they shall be included in the church manual along with a description of their work, term of service, and manner of selection. Some special committees and service groups are needed on a permanent basis. Examples of these special committees and service groups are: a Counting Committee, Hospitality Committee, Flower/Decorating Committee, Kitchen Committee, Publicity Committee, and service groups such as; audio services, media services, recreation services, and ushers. Other special committees have a temporary assignment such as; a Budget Committee, Building Committee, Bylaws Review Committee, Fund Raising Committee, Pastor Search Committee, or a Strategic Planning Committee. The duties of special committees are not defined in these bylaws to allow for flexibility in their creation and assignment of duties so as to meet the needs of the church as ministries and programs grow. These bylaws do not restrict the appointment of special committees which may have a one-time assignment such as a Steering Committee for a revival or a special committee asked to look into a special matter or to perform a special task.

A. COUNCILS:

Councils, such as, Sunday School Council, or Youth Council, assist organization and program directors in planning, implementing, conducting, and evaluating the work of the organization. The need for such councils shall be recommended to the church by the Church Council and shall be included in the church manual along with a description of their work, term of service, and manner of selection.

## **ARTICLE IV: MEETINGS AND RULES OF ORDER**

### **A. REGULAR BUSINESS MEETINGS:**

Quarterly business meetings shall be held in lieu of the evening worship service on the second Sunday of March and June, the fourth Sunday of August and the first Sunday of December. In addition, a short-session business meeting may be held following the evening worship service on the second Sunday of the remaining months. Such meetings are exclusively for electing messengers to our conventions, granting of letters and for considering nominations from the nominating committee. A short-session business meeting shall be announced in the bulletin on the Sunday of the business meeting. The church clerk or nominating committee chairperson shall arrange for the announcement in the bulletin.

Written reports from the organizations and committees, along with the minutes of the previous meetings, shall be available to the membership on the Sunday morning of the quarterly business meeting. The date of the next quarterly business meeting shall be included in the bulletin. The date of a business meeting may be changed by the church council.

### **B. SPECIAL BUSINESS MEETINGS:**

A special business meeting may be called by the pastor, moderator, chairman of the deacons, or deacon chairman-elect.. Such meetings require one (1) full week's advance notice by a mail out to the resident membership, and an announcement in the bulletin one (1) week in advance of the proposed meeting. The notice shall include the agenda, date, and time of the meeting. Special meetings shall limit their business to the items announced in the notice.

### **C. RULES OF ORDER:**

The rules contained in Robert's Rules of Order Newly Revised, latest edition, shall govern this church in all cases to which they are applicable, and in which they are not inconsistent with the constitution, bylaws, or special rules of order of this church. The quorum for quarterly business meetings, short-session business meetings or properly called special business meetings of the church shall consist of those who attend the meeting unless otherwise provided in the constitution or bylaws. All questions that come before the church in a business meeting shall be decided by a majority vote of those present and voting, except as otherwise provided in the constitution, bylaws, or in policies and procedures approved by the church. No rule in these bylaws may be suspended unless clearly identifiable as a business procedure. No rule may be suspended which pertains to the amendment of these bylaws, requires advance notice, ballot, more than a majority vote for adoption, quorum requirement, or a recommendation by a specific organizational unit.

## **ARTICLE V: AMENDMENT**

Prior announcement shall be required for the amendment of these bylaws during any quarterly or special called business meeting of the church. Either a copy of the proposed amendment shall be furnished to each member present at a previous business meeting, or a copy of the proposed amendment shall be mailed to the resident membership at least two (2) full weeks in advance of the meeting in which the proposed amendment is considered. An affirmative vote of two-thirds (2/3) of the members present and voting during a quarterly or special called business meeting shall be required to amend these bylaws.

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