

BY-LAWS
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**BY-LAWS OF
THE CONGREGATIONAL CHURCH OF WELLS, UNITED CHURCH OF CHRIST**

PREAMBLE: The First Congregational Church, founded as the First Congregational Parish in 1643 and organized as the First Congregational Church on October 29, 1701, and the Second Congregational Church organized in 1831, meeting in separate sessions on July 7, 1963, voted by an overwhelming majority to consolidate the two churches. Shortly thereafter, by a majority vote, the name The Congregational Church of Wells, was adopted. A new corporation retained all privileges and powers formerly belonging to the two churches. The new church organization holds and administers all property formerly held and administered by the two churches except that deeded to the Wells-Ogunquit Historical Society, and assumes all liabilities and obligations of the two churches.

Anyone wishing to use the Historic First Church for a funeral or a wedding must first seek the approval of the Pastor and the Deacons of the Congregational Church of Wells.

ARTICLE I

Name

The name of this church shall be THE CONGREGATIONAL CHURCH OF WELLS, UNITED CHURCH OF CHRIST.

ARTICLE II

Objective and Purpose

The object of this church shall be to bind together Christ's followers for the purpose of worship and for the making of a Christian world.

ARTICLE III

Character

SECTION 1 GOVERNMENT: The governing body of the Congregational Church of Wells, in whom final authority resides, is the membership sitting together in congregational meeting, subject, however, to the laws of the State of Maine relating to religious corporations. We believe in the freedom and responsibility of the individual soul, and the right of private judgment. The government of the Church is vested in the body of believers (members) who compose it. It is subject to the control of no other ecclesiastical body, but recognizes and sustains a working relationship with the United Church of Christ and its churches, and participates in the Maine Conference and the York Association. It also recognizes its fellowship with other churches throughout the community, state, nation, and world.

SECTION 2 COVENANT OF THIS CHURCH: The following covenant shall be accepted for Church Membership and shall be read occasionally at church services:

"I do now in a serious and solemn manner choose the Lord as Father, Son, and Holy Spirit, to be my God. I engage, by divine grace assisting me, to walk in all His commandments. I engage to study the Scriptures in a careful and prayerful manner in order to learn the duties I owe to God, to my neighbor, myself, and my children.

I engage to maintain the worship of God in His house on the Sabbath and to attend upon his daily worship in the family and in secret; to observe the Sacraments of the Church, Baptism, and the Lord's Supper. I engage to watch my own heart and life in the love of the Lord and guard against everything that may bring dishonor upon the house of the Lord; to seek the prosperity and enlargement of this Church and all our other churches so far as I have the ability and opportunity.”

ARTICLE IV

Membership

SECTION 1 ADMISSIONS: Any person may be admitted to membership in this Church by affirmation of faith, letter of transfer from another church with reaffirmation of faith, or where a letter is not available, by reaffirmation of faith. A person applying for membership who has not been previously baptized will be baptized prior to being received into membership. All who desire to unite with our Church shall meet with the Pastor and Diaconate prior to their reception for mutual discussion of duties and privileges of church membership. Associate Membership is available for those who wish to maintain ties with their home church. Associate members are entitled to all rights and privileges of regular membership.

SECTION 2 INACTIVE STATUS: A person may be placed on inactive status by personal request or by action of the Diaconate as a result of their annual review of the membership list. A person on inactive status shall have no vote. The Diaconate may deny other privileges of membership to any person on Inactive Status who fails to attend or support the church for a period of three (3) years, without reasonable justification, and who fails to respond to written inquiry by the church. A person may be returned to active status by personal request and/or approval of the Diaconate.

ARTICLE V

Organization

SECTION 1 OFFICERS: The officers of this church shall be the Minister, the Chairpersons of the Diaconate, the Boards of Trustees, Christian Education, and Mission and Service, the Treasurer, Clerk, and Moderator.

SECTION 2 BOARDS, COMMITTEES, AND DELEGATES: There shall be a Diaconate, a Board of Trustees, a Board of Christian Education, a Board of Mission and Service, and Executive Council, Standing Committees, and Delegates as hereinafter set forth. There shall be such other organizations as the Executive Council may approve from time to time. Ex-officio members of all Board and Committees, including the pastor, shall be notified of all meetings.

SECTION 3 EXECUTIVE COUNCIL: The Executive Council, of which the Moderator shall be the Chairperson, shall consist of the Officers of the Church, the Collector, the Chairperson or President of all Boards and Committees, the Chairperson or President of each group, society and organization within the Church, and the Key Women of the Women's Organizations. Each representative is expected to attend all regular meetings, as the Executive

Council shall be responsible for coordinating church-wide programs. The Council shall advise the Pastor in establishing the basic policies of the Church. It shall fill vacancies; see that a nominating

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committee is activated no later than ten (10) weeks prior to Annual Meeting; approve the members of the Pastor-Parish Relations Committee and appoint the at-large members; and appoint a Pastoral Search Committee when necessary, one member of which shall have served at least one (1) year on the Pastor-Parish Relations Committee. The Pastoral Search Committee shall consist of between seven and eleven trusted members from the diversity of the church who are committed to its future and will faithfully seek a pastor who will best suit this church and its objectives to fulfill its Mission Statement.

The Executive Council shall hold monthly meetings (a minimum of 8 per year), and shall meet at any other time at the call of the Minister or any Chairperson of the Board of Trustees, the Board of Mission and Service, the Diaconate, or the Board of Christian Education, or five (5) or more members of the Church.

SECTION 4 ADMINISTRATION: The members of *the Executive Council and* (11/17/02) all Boards and the Officers of the Church shall be members of the Church. No one shall be a member of more than one Board at any time. No Board member shall hold office for more than two consecutive full terms.

Each Officer, the Moderator, the Chairperson of each Board and Committee shall submit in writing at the Annual Meeting a comprehensive report to the Church membership. The officers and committees shall be elected by ballot, and hold office until their successors are qualified. All officers, members of boards and members of committees shall hold office for the calendar year of January 1 through December 31 following the Annual Meeting at which they are elected. The members of the Boards and committees so elected shall meet within two (2) weeks of the new members taking office to elect their Chairperson for the coming year and notify the church secretary and the chairman of the Executive Council, to provide for a smooth transition.

The Diaconate, and Boards of Christian Education, Trustees, and Mission and Service shall also appoint their members to the Pastor-Parish Relations, Nominating, and Stewardship Committees, as required, and report those elected to the secretary and moderator. The Pastor-Parish Relations, Nominating, and Stewardship Committees shall then meet within two weeks of the new members being appointed, to choose their chairpersons, and notify the church secretary and the moderator. Any Board or Committee may initiate action to replace a member whose inability to attend meetings unduly interferes with the group's performance.

A. PASTOR: The Pastor shall be elected by a two-thirds vote of those members present and voting at a special meeting held for this purpose, providing the nomination shall have been approved by the Pastoral Search Committee, previously appointed by the Executive Council, and notice of the election has been given one week in advance. This vote shall be by written ballot.

The Church may call a pastor for a definite or indefinite period. The ministerial relation may be dissolved by the expiration of the period for which the minister was called, by the resignation of the minister in a letter of resignation to the Board of Trustees, or by a secret ballot of a majority of the Church members present and voting at a meeting called for that purpose. Either minister or Church may dissolve the pastoral relation by giving a sixty (60) day notice of such intention.

The Pastor shall receive an annual performance evaluation by a subcommittee established by the Board of Trustees, with representatives from the Board of Trustees, the Board of Deacons,

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the Board of Christian Education, and the Board of Mission and Service. This group shall actively solicit and consider written signed comment regarding the Pastor's performance from the general membership. The evaluation criteria and the procedures by which they are applied shall be in writing and shall be available to all church members. The actual evaluation shall be kept confidential unless released by the Pastor or by a two-thirds vote of those attending any meeting at which such evaluation becomes an issue.

Upon being notified of the resignation of a minister, or the occurrence of a vacancy in the office of the minister, the Executive Council shall hold a meeting within three (3) weeks of the date of the receipt of such notification for the purpose of selecting a Pastoral Search Committee. This committee will then present to the membership for approval their proposed procedures to be carried out for the calling of a minister.

When a minister accepts a call to this Church, the Church and the minister shall join in requesting the Association to arrange for a service of installation. A report of this service shall be signed by the proper officer of the Association and by a Conference Executive and copies shall be sent to the Secretary of the United Church of Christ and to the office for Church Life and Leadership.

The Pastor shall have charge of the spiritual welfare of the Congregation, preach the Word, and have in care the stated services of public worship, and shall administer the sacraments. The Pastor shall be a member ex-officio of each and every Board and Committee.

The Pastor shall be assisted in the performance of pastoral duties especially by the Diaconate and the Executive Council, and shall make a written report of the year's work at each Annual Meeting of the church.

The Pastor shall officiate at, or be in charge of, all weddings and funerals in the church. When it is the wish of either the bride or the groom to invite another minister to participate in the ceremony, either she or he should make this known to the Pastor who may then extend the invitation to the guest minister.

B. DIACONATE: Deacons are men and women who are chosen by the Congregation to share with the minister in helping the church envision and achieve its spiritual potential. The Diaconate shall consist of twelve (12) members to serve a term of three (3) years, four (4) to be elected each year.

A member of the Diaconate shall have an excellent record of behavior, a deep spiritual interest in the Church of Christ, and be an asset to the Church by virtue of wisdom, sound judgment and ability to lead. A deacon shall assist on calls when the Pastor deems it necessary and wise, examine candidates for Church membership, and review membership lists annually for possible transferal to active or inactive status. The Diaconate shall appoint one member to the Stewardship Committee, one member to the Nominating Committee, and one member for approval on the Pastor-Parish Relations Committee.

C. BOARD OF CHRISTIAN EDUCATION: The Board of Christian Education shall consist of nine (9) members to serve a term of three (3) years, three to be elected each year. This Board shall appoint the Superintendent and Assistant Superintendent of the Sunday School, one of its members for approval on the Pastor-Parish Relations Committee, and one member to the

Nominating Committee. In addition, one Junior High Youth Member and one Senior High Youth Member may be appointed annually to this Board, each having full voting privileges.

The Board shall be responsible for coordinating and supervising all matters of religious education as, for example, the Sunday School program, Youth Groups, Confirmation Classes, Bible Study, Clown Ministry, Vacation Bible School, and the Church Library by acting as liaisons to those groups and activities. The Board shall approve the budgets and fund raising projects of all such groups.

D. BOARD OF TRUSTEES: The Trustees' main concerns are the business, financial management, human resource management and material aspects of the church. The Board shall consist of nine (9) members, one-third of whom shall be elected at each Annual Meeting for a term of three (3) years. They shall be chosen on the basis of interest manifested in Church life, sound judgment, good business procedure, and capable leadership. The members of the Board of Trustees shall also be the Board of Directors of the Corporation. The Chairperson of the Trustees shall serve as President of the Corporation and shall execute all legal documents.

If for any reason the Chairperson is unable to call a meeting of the Board, a meeting may be called by the Pastor or any three members of the Board. A quorum of five (5) members is required to hold an official meeting of the Trustees. A record of all Trustee meetings shall be kept and made available to members of the Church when requested. The Trustees shall appoint one member to the Stewardship Committee, one member to the Nominating Committee and one member for approval on the Pastor-Parish Relations Committee.

The Board of Trustees shall be responsible for:

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| Land | Contracts - - Including |
| Buildings and contents | Rents and fees |
| Insurance | Contracting and hiring of Church employees |
| Financial Matters & Investments | Employee evaluations |
| Preparing a budget | <i>Employee terminations (11/17/02)</i> |
| Appointing an Assistant Treasurer | Legal matters |

The budget shall be presented to the Annual Meeting for approval as a guide for the fiscal operations. No budget line item shall be exceeded by more than \$500.00 without the consent of the Church. A budget line item which exceeds this amount may be authorized by the Chairperson of the Board of Trustees for emergency situations where circumstances require an immediate decision. If this occurs, a full report will be presented by the Chair of the Board of Trustees to the church membership through the Executive Council at its next meeting explaining the reason for the emergency expenditure.

The Board shall make a yearly inspection of all buildings and submit a brief, written report on the condition of the real property at each Annual Meeting.

E. BOARD FOR MISSION AND SERVICE: The Board shall consist of nine (9) elected members to serve a term of three (3) years, three (3) to be elected each year. The Board will be responsible for raising awareness and educating the congregation around opportunities to participate in mission programs in local, national and international settings. The Board will keep

the congregation informed around our denomination's programs and projects of mission and recommend each year a goal for OCWM (Our Church's Wider Mission) monies as included in the church budget.

The Board shall also assist the pastor with outreach needs that may arise within the congregation. The Board will submit to the Board of Trustees a budget for mission each year and administer the expenditure of these funds.

The Board shall offer support for the Wells Congregational Church Volunteers. The Board shall appoint one member to the Stewardship Committee, Nominating Committee and one member for approval on the Pastor-Parish Relations Committee.

F. MODERATOR/VICE MODERATOR:

a. A Moderator shall be elected at the Annual Meeting for a term of two (2) years, shall preside at all business meetings of the Church, and shall be Chairperson of the Executive Council.

b. A Vice-Moderator shall be elected at the Annual Meeting for a term of two (2) years, shall act in the capacity of the Moderator when the Moderator is unable to be present, and shall be a member of the Executive Council. If neither the Moderator nor the Vice-Moderator is able to preside at any meeting of the Church, a competent member shall be chosen from the floor.

c. Neither the Moderator nor the Vice-Moderator shall hold office for more than two consecutive terms.

G. CLERK: The Clerk shall be elected at an Annual Meeting to serve for three (3) years. The Clerk shall keep a record of the proceedings of the Church and the Executive Council, and shall also be Secretary of the Corporation. The Clerk shall keep a register of the members of the Church with the dates and modes of their admission and dismissal, and also a record of baptisms, marriages and deaths, and letters of dismissal voted by the Church or Diaconate. The Clerk shall notify all officers and members of committees and delegates of their election or appointment, and give legal notices of all meetings when necessary. The Clerk shall report to the Church at the Annual Meeting the number of new members, the number of dismissals, deaths, and any other changes in the membership rolls approved by the Diaconate.

H. TREASURER: A Treasurer shall be elected at an Annual Meeting to serve for three (3) years, and shall be bonded. The Treasurer shall have custody of all monies and checks belonging to the Church which shall be deposited promptly in a bank to the credit of the Church. The Treasurer shall have the power to draw and sign checks for Church purposes and expenses which have been approved by the Board of Trustees. A properly audited, itemized, written report of receipts and expenditures shall be presented at each Annual Meeting. The Treasurer shall acknowledge all special gifts, be a member of the Executive Council, attend the meetings of the Board of Trustees, and serve as Treasurer of the Corporation. Within thirty (30) days after the election of a new Treasurer, all records, books of account, etc., of which the Treasurer has charge, shall be delivered to the new Treasurer.

I. ASSISTANT TREASURER: An Assistant Treasurer shall be appointed by the Board of Trustees to serve for one (1) year, and shall be bonded. The Assistant Treasurer shall become acquainted with the books of the Church and shall assume the responsibility of the Treasurer when the Treasurer is unable to serve.

J. COLLECTOR: A collector shall be elected at an Annual Meeting to serve for one (1) year, and shall be bonded. The Collector shall take possession of and count the plate collection for budget expenses only and turn this money over to the Treasurer as soon as possible. A record of the amount paid by each member shall be kept and, when requested, shall be furnished the member. The collector shall be a member of the Stewardship Committee, ex-officio. A properly audited written report shall be presented at each Annual Meeting.

K. ASSISTANT COLLECTOR: An Assistant Collector shall be elected at an Annual Meeting to serve for one (1) year, and shall be bonded. The Assistant Collector shall be made acquainted with the duties of the collector, shall assist the Collector, and serve in that capacity if the Collector is unable to serve.

L. OVERSEER OF USHERS: An overseer of Ushers shall be elected at an Annual Meeting to serve for one (1) year, and shall be responsible for providing, instructing, and directing an adequate number of ushers to seat the people, distribute bulletins, pass the collection plates, and perform similar duties at all regular and special services of the Church. All shall be made aware of the fire laws and be prepared to deal with any emergency. The Ushers shall meet at least semi-annually for instructions. The Overseer shall be responsible for ringing the church bell before the Sunday service and counting the attendance, including the choir. A written report shall be presented at each Annual Meeting.

M. AUDITOR: The Auditor shall be elected at an Annual Meeting for a term of one (1) year. All accounts of the Church shall be audited at least once a year, and a written report presented at each Annual Meeting.

SECTION 5 STANDING COMMITTEES: Committee members are persons chosen by the congregation to assist the Minister and Boards in carrying out the work of the Church. No committee members shall serve for more than two consecutive terms.

A. STEWARDSHIP COMMITTEE: There shall be a Stewardship Committee consisting of eight (8) members, three of whom shall be a representative of the Diaconate, the Trustees and the Board of Mission and Service. The other five (5) members shall be elected at an Annual Meeting to serve a term of three (3) years. The collector shall serve on this committee, ex-officio. This Committee shall be responsible for promoting stewardship among the congregation and organizing the annual fund raising drive.

B. MUSIC COMMITTEE: There shall be a Music Committee consisting of six (6) members, two to be elected at the Annual Meeting each year, to serve a term of three (3) years (except for the year 2002, when one member shall be elected for a one-year term and two members for a three-year term). The Committee shall be responsible for the musical activities of the Church. They shall have charge of selecting an organist and choir director, who shall be members of the committee ex-officio. The Committee shall promote participation in the choir, submit an annual budget to the Board of Trustees, and shall see to the disbursement of the funds within the budget.

C. FLOWER COMMITTEE: There shall be a Flower Committee consisting of six (6) members to be elected at an Annual Meeting, to serve a term of two (2) years, three (3) being elected each year. This Committee shall supervise the securing and arranging of memorial or other flowers for the Church Service and, in consultation with the Pastor, shall distribute them to the sick, shut in, bereaved, aged, and others.

D. PUBLIC RELATIONS COMMITTEE: *There shall be a Public Relations Committee of three (3) members, one to be elected each year at an Annual Meeting, to serve a term of three (3) years (except, for the year 2003, one of the members shall be elected for two (2) years and one of the members shall be elected for one (1) year.) Their function shall be to originate and distribute news releases to promote interest in church activities and events, reporting to the Executive Council and taking guidance from that group. (11/17/02)*

E. BY-LAWS COMMITTEE: The By-Laws Committee shall consist of five (5) members to be elected at an Annual Meeting to serve a term of three (3) years. The Committee shall review the By-Laws at least once a year to assure that they are adequate for the needs of the Church, and to recommend such additions, deletions, and changes as they may deem necessary.

F. DELEGATES: The Church Membership, primarily at the Annual Meeting, or at any other meeting, or the Executive Council shall elect members of the Church to act as delegates or representatives of this Church at the meetings of the York Association, The United Church of Christ State Conference, and such other functions as may be deemed appropriate. There shall be six (6) delegates and four (4) alternates elected at an Annual Meeting. The delegates shall serve a term of three (3) years, and the alternates a term of one (1) year.

There shall also be a delegate appointed by the Youth Group, and approved by the Executive Council. All delegates are to be guided by the instructions, if any, given by the Church or the Executive Council.

G. NOMINATING COMMITTEE: There shall be a Nominating Committee consisting of six (6) members, with one (1) member representing each of the following: The Diaconate, the Board of Trustees, the Board of Christian Education and Board of Mission & Service, with two (2) others representing the members of the Church-at-large, one of whom shall be the Chairperson. The members from the Church-at-large shall be elected at the Annual Meeting, one each year for a two-year period. This committee shall meet no later than ten (10) weeks prior to the next Annual Meeting to begin the process for the upcoming meeting. The Nominating Committee shall select nominees for the various offices and positions to be filled at the Annual Meeting and choose temporary chairpersons of the Nominating Committee, Pastor-Parish Relations Committee and Stewardship Committee to call the first meeting in the new church year. The nominations by the Committee shall in no respect limit the right of any member to make nominations from the floor.

H. PASTOR-PARISH RELATIONS COMMITTEE: This Committee is established for the purpose of achieving and maintaining the most open, effective and trusting relationship, and two-way communication between the Pastor and the congregation. It seeks to establish and

protect mutual trust, respect, and frank and caring sharing. Its role requires that the Committee anticipates when possible, or quickly perceives potential problems or situations of injury, grievance, or misunderstanding. Appropriate are those involving attitudes, feelings, and emotions. Included are those related to any individual's - or the Pastor's - ideas, hopes, dreams and interpretations of the Church's mission. It can be the avenue for initial exploration of almost any potential problem. The following skills and attributes are generally looked for in members of this committee: Christian character that commands the respect and admiration of the congregation and the pastor; Maturity; Patience and flexibility; Vital interest in the life of the church; Ability to maintain confidentiality; Ability to appreciate different points of view; Ability to negotiate and reconcile differences; Availability for listening to church members; Trustworthiness; and Willingness to learn how to be effective in this ministry.

There shall be six (6) members of the Church selected for a term of two (2) years on this Committee, chosen as follows: One (1) member each chosen by their respective Boards, from the Diaconate, Trustees, Mission, and Christian Education, and two (2) members chosen by the Executive Council from the Church-at-large, excluding the Diaconate, Trustees, Board of Christian Education, Board of Mission & Service, and Executive Council. All members of this committee are to be approved by the Executive Council. No individual shall serve more than two (2) consecutive two-year terms.

Annually the Committee shall elect a Chairperson from those appointed "at-large". Meetings shall be held at least quarterly, and the committee shall make periodic reports to the membership.

It is recommended that one (1) member of the Pastoral Search Committee be among the appointees of the Pastor-Parish Relations Committee.

I. VACANCIES: In case of a vacancy in any office or position created by the By-Laws, by death or any other reason, the Executive Council shall appoint, as soon as possible, a person to fill the vacancy for the unexpired term.

SECTION 6 INVESTMENTS: There shall be an Investment Committee consisting of three (3) members to be elected at an Annual Meeting to serve a term of six (6) years. They shall have the care, control, and custody of the Endowment Fund, all other permanent funds, and such other funds or parts thereof as the Church or Board of Trustees shall direct by vote. They shall serve as advisors to the Trustees in the care and control of the Church investments.

SECTION 7 USE OF THE CHURCH PROPERTY BY OUTSIDE ORGANIZATIONS: All Church properties are under the charge of the Board of Trustees and all requests for their use shall be referred to that Board. No entertainment for which an admission is charged shall be held in the sanctuary.

ARTICLE VI Meetings

SECTION 1 WORSHIP: A worship service shall be held each week on Sunday. Communion shall be held at such time as may be ordered by the Diaconate, but there shall be at least four (4) celebrations each year. Other religious services may be scheduled at the discretion of the Pastor. Baptism may be received publicly or privately at any age.

SECTION 2 BUSINESS:

A. ANNUAL MEETING: The Annual Meeting shall be held the third week in November of each year, traditionally on Sunday, for the purpose of hearing and acting upon reports of the Pastor, Officers, Boards, Committees, and Organizations; of electing officers, board and committee members, and the transacting of any other business which may legally come before it. The meeting shall be called by the Clerk, and at least fourteen (14) days notice be given by posting the call on the door of the building, and by having the call read from the pulpit. All reports of officers, boards, committees and organizations, with the exception of those of the Collector, Treasurers of the Church, Women's Fellowship and Ladies Benevolent Society shall be submitted to the Church Secretary by the 15th of the month preceding the month of the annual meeting so that they may be printed for distribution to the Congregation prior to the Annual Meeting.

B. SPECIAL MEETINGS: Upon request of the Pastor, Moderator, the Diaconate, the Boards of Trustees, Christian Education or Mission and Service, the Executive Council, or upon written request of a number of adult members at least eighteen (18) years of age representing at least ten per cent (10%) of the active church members as reported by the church clerk at the most recent Annual Meeting, the Clerk shall post a notice on the door of the Church, calling a special business meeting for that specific purpose and any other business that may come before the meeting. This notice shall be posted and announced from the pulpit at least seven (7) days before the meeting, except for by-laws revisions, which will require at least 14 days notice.

C. QUORUM: A quorum of any business or special meeting of the Church shall consist of fifteen (15) per cent of the active church members as reported by the Clerk in the most recent Annual Report. A majority vote of the members present shall ordinarily be decisive, with the exception of voting in the election of a pastor, or the expenditure of any Church funds in amounts over five thousand dollars (\$5,000.00), in which case a two-thirds majority vote is required. A quorum for Board and Committee meetings shall consist of a majority of the members.

D. MEETING RULES: Annual and special meetings dealing with church business shall be governed by Robert's Rules of Order unless otherwise agreed to. At the request of the Moderator or any member, alternate rules may be adopted at the beginning of the meeting as a substitute to Robert's Rules of Order in whole or in part. Agreement to adopt such rules shall be by simple majority vote of the quorum attending the meeting, and shall apply only to the current session of the meeting.

ARTICLE VII

Amendments

These By-Laws may be amended by a two-thirds vote of the members present and voting at any Annual Meeting of the Church (the proposed amendment having been inserted in the call), or at any meeting specially called for that purpose. Any member wishing to propose a change in the By-Laws shall submit the proposed change in writing to the By-Laws Committee.

