

BY-LAWS OF FIRST CHRISTIAN CHURCH OF IOWA CITY, IOWA *

I. The church fiscal year shall begin the first day of July.

II. The Board

- A. The Board shall consist of at least 15 members, including at least (1) six elders, (2) at least three trustees, (3) not more than twenty four deacons, a financial secretary, a treasurer, and division/ department chairs.
1. These selections shall be subject to approval by a congregational vote.
 2. The number of members constituting the church board and, therefore, the attendance required for a quorum, shall be recalculated after each congregational election.
- B. The Board shall have the duty to:
1. Elect its officers - moderator, assistant moderator and secretary.
 2. Set policy supporting the mission of the church.
 3. Determine organizational structure and delegate responsibilities to division/ departments/committees.
 4. Approve a budget.
 5. Report at least annually to the congregation.
- C. The board shall meet at least six times a year. Meetings shall be held on the second Tuesday of each month unless voted otherwise by the Board.
- D. The members of the board for the coming year shall meet on the last Sunday in February for the purpose of electing officers for the board.
- E. Special meetings shall be held on call of the moderator or when requested by ten or more members of the board.
- F. A majority of the board shall constitute a quorum.

III. Election of Board and Officers

- A. The nominating committee is composed of three members of the board who are appointed by the moderator and announced to the congregation at least four weeks prior to the annual meeting, and shall:
1. Present nominees to the congregation for election to the board, and
 2. Present nominees to the board for election as moderator, assistant moderator and secretary of the board, and
 3. Present nominees to the board for election as chairperson for the elders, deacons, and trustees.

- B. Nominations may also be made from the floor, providing the nominee has given prior consent.
- C. Election shall be made by secret ballot if more than one person is nominated for a given position.
- D. The candidates receiving the highest number of votes shall be elected.
- E. A vacancy in any office of the church shall be filled upon nomination by the moderator and election by the board until the next annual meeting, at which time a person shall be elected to fill the position for the remainder of the term.
- F. The moderator and assistant moderator shall not serve more than two consecutive terms in the same office.
- G. It shall be a general policy of the church that the elders, deacons, and trustees who have completed a three-year term shall not continue to serve in the same position without at least a one-year interim.

IV. Officers' Terms and Duties

- A. Persons of either sex can fill any of the positions outlined in the by-laws.
- B. The terms of the officers shall begin on the last Sunday in February.
- C. The moderator, elected annually, shall call and preside at all regular or special meetings of the congregation and of the board, and serve as lay leader of the organization.
- D. The assistant moderator, elected annually, shall assist the moderator and preside in the moderator's absence.
- E. The secretary, elected annually, shall keep minutes of all regular and special meetings of the board and of the congregation.
- F. The elders, elected for a three-year term, shall be assigned responsibilities by the board relating to the pastoral ministry. The chair shall serve to coordinate the ministry of the elders.
- G. The deacons, elected for a three-year term, shall be assigned responsibilities by the board relating to the servant ministry. The chair shall serve to coordinate the ministry of the deacons.
- H. The trustees, elected for a three-year term, shall act as the legal agents of the church in all business matters under the direction of the board and subject to the approval of the congregation, hold legal title to church property and handle business transactions related hereto, and perform such other duties as are required by the laws of the State of Iowa. The chair shall coordinate the ministry of the trustees.
- I. The financial secretary, elected annually, shall receive and make record of all funds and deposit them in the proper church accounts, keep an individual record of each contributor, send out statements, and report monthly to the appropriate department.
- J. The treasurer, elected annually, shall disburse all funds of the church according to authority designated by the board, and make reports to the departments.
- K. Members are expected to attend the meetings of the board.

V. Administration of Program

A. The task of planning and administering the program of the church shall be delegated to the divisions/departments/committees established by the board. The board shall be free to alter the organizational structure as needed to carry out the mission of the church.

B. The moderator, assistant moderator, and minister shall present to the board an organizational structure with assigned responsibilities to the board for adoption. In the event the organizational structure is not approved another plan will be presented to the board for adoption.

C. The members of each division/department/committee shall be selected in the following manner.

1. The moderator, assistant moderator and minister shall constitute a committee to select the heads of the various divisions/departments/committees.

2. The heads of the divisions/departments/committees must be members of the First Christian Church.

3. The heads of the various divisions/departments/committees will meet with the moderator, assistant moderator and minister and jointly name the members of each unit.

D. The board shall be free to create additional committees; committee members shall be named by the moderator of the board. The board minutes shall list the responsibilities of the committee.

E. The terms of all divisions/departments/committees shall end on the last Sunday in February, unless extended by the Board.

F. The board shall designate a group/department or individual to be responsible for maintaining the membership roll as a part of the plan of organization.

G. The following designations shall be used to denote the participatory status of persons involved in the life of the congregation:

Members are participants in the life of this congregation who are sixteen years of age or older and have declared themselves a part of the body of Christ by baptism or affirmation of faith and have declared their desire to be members of this congregation. No category of except this one constitutes membership for the purpose of congregational voting, or any other purpose for which member is defined in the Articles of Incorporation or Church By-Laws.

Youth Members are active participants in the life of the congregation who are less than 16 years of age.

Associate Members are participants in the life of the congregation who do not wish to declare themselves Members.

Non-Resident Members are participants in the life of the congregation whose home is far enough away that regular participation at First Christian Church is impractical.

H. All business meetings of the congregation, groups, divisions, committees, and the board shall be governed by Robert's Rules of Order, Newly Revised, 9th Edition, edited by H.M. Robert III and W.J. Evans. (Perseus Books, Reading, MA, 1990) except where explicit provisions in the congregation's Articles of Incorporation or by-laws override these rules.

VI. The Minister

A. The Duties

The minister of the church shall perform the duties which usually pertain to the office and do other duties as suggested by the board. The minister shall be an ex-officio member of all organized groups, divisions, departments and committees.

B. Selection

1. A representative committee of at least five, nominated by the moderator and elected by the board, shall serve as the search committee and be responsible for recommending a prospective minister to the board.
2. The search committee will seek suggestions from appropriate denominational sources.
3. It shall be the policy of the congregation that the committee negotiate with only one prospect at a time.
4. The board shall consider the recommendation of the search committee and, if approved, recommend the prospective minister to the congregation.
5. The recommendation of the board must be accepted by at least two-thirds of those present and voting in a regular or special business meeting of the church congregation before a call is extended.
6. The term of the minister shall be for an, indefinite period. A written statement setting forth the salary, conditions of service, provisions for the termination, and other conditions shall be made in duplicate, one copy for the minister and one for the church which shall be made a part of the official minutes of the board.

VII. Congregational Meetings

- A. The annual meeting shall be held the last Sunday of February as provided in Article XI of the Articles of Reincorporation.
- B. Special meetings may be called by the moderator or upon the request of at least one fifth of the members of the congregation.
- C. Written notice of all regular or special meetings of the congregation shall be given at least one week in advance of the meeting.
- D. At any regular or special meeting of the corporation, forty percent of the members shall constitute a quorum.

VIII. Other Staff

- A. Staff members other than the minister shall be employed by the appropriate department in consultation with the Personnel Committee. A secretary for the church office shall be selected by the

minister in consultation with the Personnel Committee. Final authority over all employees shall rest with the board.

B. A written statement by the moderator and the head of the appropriate department covering terms of employment (e.g., job description, conditions of service, salary, time to be devoted to job, length of appointment) shall be given to each employee, reported to the board and filed with the minutes. The minister will provide a written statement to the secretary covering terms of employment.

*last amended 2/26/12 at the annual meeting