

**CAMDENTON COMMUNITY CHRISTIAN CHURCH
(DISCIPLES OF CHRIST)**

BYLAWS

I. Membership

- a. **Members.** Members of Camdenton Community Christian Church, hereinafter Camdenton CCC, shall consist of: (1) those who are now Members of Camdenton CCC; (2) those who are now Affiliate Members of Camdenton CCC; (3) those who shall join Camdenton CCC by confession of faith in Jesus Christ as Lord and Savior, giving expression of faith through baptism and commitment to Him; (4) those who shall join Camdenton CCC by transfer of membership, thereby reaffirming faith in and commitment to Jesus Christ; and (5) those who are members of another Congregation and join Camdenton CCC by reaffirming faith in and commitment to Jesus Christ without transfer of membership.
- b. **Honorary Members.** Honorary Members of Camdenton CCC shall consist of those who are now Honorary Members of Camdenton CCC and those who hold no other membership in this church but have been nominated for Honorary Membership by the Board and approved by vote of the Congregation as a result of their distinguished contributions to Camdenton CCC.
- c. **Term.** Members shall maintain their memberships until terminated by letter of transfer or death. Honorary Members shall maintain their memberships during their lifetime.

II. Church Board

- a. **Composition.** The Board shall consist of the President, Vice-President, and the Directors. The Ministers shall be ex-officio members of the Board without a vote. A Quorum shall consist of a majority of the voting members of the Board. Any action taken at any Regular or Special Meeting of the Board at which a Quorum is present shall be the action of the Board.
- b. **Authority.** The Board shall be the administrative body of Camdenton CCC. The Board shall have the authority and responsibility to conduct all the business of Camdenton CCC, subject to the Articles of Incorporation, the Constitution, and these Bylaws. The Board shall have the authority to limit the access of any person, including a Member, to the property of Camdenton CCC.

c. **Regular or Special Meetings.** The Board shall hold Regular Meetings at such times and places as it shall determine. Special Meetings may be called by the President or any three voting members of the Board. The Board shall have the authority to consider any matters related to personnel or other privileged matters in Executive Session.

d. Duties of the Board

- i. To provide for planning, coordinating, resourcing, evaluating, and implementing the work and activities of Camdenon CCC.
- ii. To invest and manage all funds belonging to Camdenon CCC.
- iii. To oversee and manage all funds belonging to others for which Camdenon CCC is acting as a trustee.
- iv. To oversee and review Camdenon CCC's financial records and procedures.
- v. To have conducted periodic audits of Camdenon CCC's financial records and procedures.
- vi. To ensure that Camdenon CCC has adequate and appropriate insurance.
- vii. To manage and invest the assets of the Living Endowment Fund.
- viii. To promote the growth of the Living Endowment Fund.
- ix. To perform such other duties as may be provided for in these Bylaws

e. **Board Policies.** The Board shall have the authority to adopt any Policies to govern the business and affairs of Camdenon CCC that are not inconsistent with these Bylaws.

III. Officers

a. **Officers.** The Officers of Camdenon CCC shall consist of a President, Vice-President, Secretary, Treasurer, and eight (8) Directors.

b. President

- i. Shall be a Member of Camdenon CCC.
- ii. Shall serve for a term of two (2) years.
- iii. Shall serve as a member of the Board and preside at all meetings of the Board or Congregation.
- iv. Subject to Board approval, shall appoint the (1) Secretary, (2) Treasurer, and (3) representatives or delegates to local, regional, and general assemblies of the Christian Church (Disciples of Christ).
- v. Shall serve as an ex-officio, nonvoting member of all Ministry Teams, Departments, Committees, Auxiliary Organizations, or

other groups within Camdenton CCC except as otherwise specified by the Board with regard to any particular group.

- vi. Shall be elected by the Congregation.

c. Vice-President

- i. Shall be a Member of Camdenton CCC.
- ii. Shall serve for a term of two (2) years.
- iii. Shall serve as a member of the Board and preside at all meetings of the Board or Congregation when the President is unavailable.
- iv. Shall assist the President as needed.
- v. Shall perform all duties of the President when the President is unavailable.
- vi. Shall serve as an ex-officio, nonvoting member of all Ministry Teams, Departments, Committees, Auxiliary Organizations, or other groups within Camdenton CCC except as otherwise specified by the Board with regard to any particular group.
- vii. Shall be elected by the Congregation.

d. Secretary

- i. Shall be appointed by the President, subject to Board approval, and does not need to be a Member of Camdenton CCC.
- ii. Shall record the minutes of meetings of the Board and the Congregation.
- iii. Shall maintain records of Board actions and any Special Rules of Order or Policies adopted by the Board.
- iv. Shall maintain current and complete permanent records of such vital statistics as births, deaths, baptisms, weddings, and classifications of membership.
- v. Shall serve until a successor is appointed and assumes the office unless earlier terminated by resignation or removal from office.

e. Treasurer

- i. Shall be appointed by the President, subject to Board approval, and does not need to be a Member of Camdenton CCC.
- ii. Shall receive and record weekly contributions.
- iii. Shall keep confidential records of the contributions made by either individuals or families.
- iv. Shall provide written statements at least annually to either individuals or families of the contributions made to Camdenton CCC.
- v. Shall serve until a successor is appointed and assumes the office unless earlier terminated by resignation or removal from office.

f. Directors

- i. Shall be Members of Camdenton CCC.
 - ii. Shall serve for a term of four (4) years, arranged so that the term for half of the Directors shall expire in each even numbered year.
 - iii. Shall be elected by the Congregation.
 - iv. Shall serve as members of the Board.
- g. Additional Duties.** In addition to the duties specified above, all officers shall perform (1) all the normal duties of their respective office; (2) all other duties specified in these Bylaws; and (3) all duties specified by any Special Rules of Order, Parliamentary Authority, or Policies adopted in these Bylaws or by the Board.
- h. Term.** All officers shall serve until their successor has been elected or appointed and assumed office, unless an officer's term is terminated earlier as a result of death, resignation, or removal from office. The term of all elected and appointed officers shall commence on January 1 of the year following election or appointment unless otherwise specified at the time of election or appointment.
- i. Vacancies.** Vacancies in any elected or appointed office as a result of death, resignation, or removal from office shall be filled for the remainder of the current term by appointment by the President, subject to Board approval.
- j. Elections.** Elections to fill any elected office when the current officer's term is expiring shall normally be conducted at the Annual Congregational Meeting held in even numbered years. The Board shall adopt and publish appropriate Policies for the nomination and election of officers. The majority of the persons serving on the nominating committee must not be current members of the Board.
- k. Resignation and Removal.** Any elected or appointed officer may resign by providing written notice to the President. The Board may remove any elected or appointed officer from office by a two-thirds (2/3) majority vote.

IV. Minister(s)

- a. **Qualifications.** All ministers of Camdenton CCC shall be accepted by the Commission on Ministry of the Christian Church (Disciples of Christ) in the Mid-America Region and be ordained or commissioned by either the Christian Church (Disciples of Christ) or the United Church of Christ.

b. Search Committee

- i. The President shall appoint, subject to Board approval, a Search Committee whenever the position of any minister shall become vacant or shall have been created by the Board. The Search Committee shall include at least one Elder, one Deacon, and should include such other members as will adequately represent the Members of Camdenton CCC.
 - ii. The Search Committee shall hold in confidence all proceedings except for any recommendation to the Board or any other matters that the Search Committee, by unanimous consent, agrees should be disclosed.
 - iii. The Search Committee shall recommend only one prospective minister to the Board at a time.
 - iv. The Board must approve the Search Committee's recommended nominee by a three-fourths (3/4) majority vote in order to present such nominee to the Congregation.
 - v. The Members must approve the Search Committee's recommended nominee by a three-fourths (3/4) majority of the Members present and entitled to vote at an Annual or Special Congregational Meeting in order to extend a call to the nominee.
 - vi. The nominee shall become a Minister of Camdenton CCC upon acceptance of the call.
 - vii. The call and acceptance shall be evidenced by a written statement of the salary and other conditions of the call.
- c. **Term.** The term of a Minister's call shall be for an indefinite period which may be terminated by either the Minister or Camdenton CCC upon sixty (60) days written notice or by a shorter notice by mutual agreement.
- d. **Resignation.** A Minister may provide the sixty (60) days notice of termination by delivering a written resignation to the President. If the Board, at the next Regular or Special Meeting, rejects the resignation, the Minister may, at the Minister's option, withdraw the resignation.
- e. **Termination by Church.** The Board may, by a three-fourths (3/4) majority vote, issue the sixty (60) days written notice of termination to a Minister. Such notice must be presented to the Congregation for approval within twenty (20) days after delivery to the Minister. If approved by a three-fourths (3/4) majority vote of the Members present and entitled to vote at an Annual or Special Congregational Meeting, the notice shall be effective as of the date it was originally delivered to the Minister by the Board. In the absence of such approval, the notice shall

be considered as if it was never issued by the Board and the Minister's term shall continue.

- f. **Meetings.** All Ministers shall serve as ex-officio, nonvoting members of all Ministry Teams, Departments, Committees, Auxiliary Organizations, or other groups within Camdenton CCC except as otherwise specified by the Board with regard to any particular group. Any Minister may vote at an Annual or Special Congregational Meeting if a Member of Camdenton CCC.

V. Elders and the Diaconate

- a. **Number.** The Board shall determine, in consultation with the current Elders and Deacons, the number of Elders and Deacons needed to fulfill the duties and responsibilities of the Elders and the Diaconate. The Board may increase or decrease the number of Elders or Deacons at any time it deems necessary or appropriate.
- b. **Term.** Elders shall normally serve for a term of four (4) years, arranged so that the term for approximately half of the Elders shall expire in each even numbered year. Deacons shall normally serve for a term of two (2) years. The term of office of Elders and Deacons shall normally commence on January 1 of the year following election or appointment unless otherwise specified at the time of election or appointment.
- c. **Election of Elders.** Elders shall be elected by the Congregation. Such elections shall normally be conducted at the Annual Congregational Meeting held in even numbered years. The Board shall adopt and publish appropriate Policies for the nomination and election of Elders. All Elders shall be Members of Camdenton CCC.
- d. **Appointment of Deacons.** Deacons shall be appointed by the Board. Deacons are not required to be Members of Camdenton CCC.
- e. **Vacancies.** Any vacancies in the Elders or the Diaconate as a result of death, resignation, removal from office, or an increase in the number of Elders or Deacons shall be filled by appointment by the President, subject to Board approval. Such appointments shall be effective immediately and be for the remainder of the normal term of such office, unless otherwise specified by the President.
- f. **Resignation and Removal.** Any Elder or Deacon may resign by providing written notice to the President. The Board may remove any Elder or Deacon from office by a two-thirds (2/3) majority vote.
- g. **Policies.** The Elders and Deacons may each, subject to Board oversight, adopt policies governing their organization and the methods by which

they fulfill the duties and responsibilities specified below. Copies of all such policies shall be provided to the Board.

h. Duties of the Elders

- i. To cooperate with the Ministers, Officers, and other leaders of Camdenton CCC.
- ii. To promote the physical and spiritual welfare and growth of Camdenton CCC and fellow Christians.
- iii. To encourage regular attendance at the Lord's Supper, to serve at the Communion Table, and serve communion to those who are hospitalized or homebound when advisable or requested.
- iv. To assist the Ministers with visitations.
- v. To encourage by example and word the participation in worship and in the stewardship, educational, evangelistic, and outreach programs of Camdenton CCC, the Christian Church (Disciples of Christ), and Christ's church universal.
- vi. To consult with the Board regarding the number of Elders needed to fulfill these duties.

i. Duties of the Diaconate

- i. To assist the Ministers and Elders in conducting worship services, including, but not limited to: prepare the sanctuary for worship prior to each service; prepare and setup communion; greet visitors and members; distribute bulletins; receive the offering; and serve communion.
- ii. To assist the Ministers and Elders in promoting the spiritual development of the Congregation.
- iii. To develop and maintain written procedures and duties of the Diaconate in consultation with the Ministers.
- iv. To coordinate changes in Diaconate procedures and duties with the Ministers.
- v. To ensure that an adequate number of Deacons are present for every worship service.
- vi. To encourage by example and word the participation in worship and in the stewardship, educational, evangelistic, and outreach programs of Camdenton CCC, the Christian Church (Disciples of Christ), and Christ's church universal.

- j. Additional Duties.** In addition to the duties specified above, the Elders and the Diaconate shall perform: (1) all other duties specified in these Bylaws; and (2) all duties specified by any Special Rules of Order, Parliamentary Authority, or Policies adopted in these Bylaws or by the Board.

- VI. Term Limits.** Camdenton CCC recognizes that extended service as an officer or Elder can have a detrimental effect on the spirit and enthusiasm of a Member. Therefore, it is recommended that any Elder or Officer, other than Secretary or Treasurer, that has served in a particular office for four (4) consecutive years be allowed a respite from such office for at least one (1) year. A respite of one (1) year is mandatory at the end of an elected or appointed term when any such Elder or Officer, other than Secretary or Treasurer, has served more than six (6) years.
- VII. Congregational Meetings.** The Congregation shall hold an Annual Congregational Meeting at such time and place as the Board shall determine. Special Congregational Meetings may be called by the President or by any ten (10) Members.
- VIII. Ministry Teams, Departments, and Committees**
- a. **Board Authority.** The Board shall establish any Ministry Teams, Departments, Committees, Auxiliary Organizations, or other groups within Camdenton CCC as it shall determine are needed or beneficial for the conduct of the mission, ministry, or business of Camdenton CCC.
 - b. **Congregational Approval.** Any significant changes in the organizational structure of Camdenton CCC shall be subject to approval by the Congregation at the next Annual Congregational Meeting, unless the Board chooses to seek approval at a Special Congregational Meeting. If such changes in the organizational structure are not approved at such meeting, the changes will be undone and the organizational structure existing before such changes shall be automatically implemented again.
- IX. Living Endowment Fund**
- a. **Funds.** The Living Endowment Fund shall be divided into Principal and Earnings. The Principal shall consist of those funds or other assets currently included in the Living Endowment Fund, any Earnings reinvested in the Fund, any money or other assets received by Camdenton CCC specifically designated to be part of the Fund, and any other money or assets belonging to or received by Camdenton CCC that are not otherwise designated and which the Board chooses to invest in the Fund. Earnings shall include any interest, dividends, income, or other increase earned or received as a result of the investment or management of the Principal.
 - i. **Restricted Assets.** Restricted Assets shall include any portion of the Principal which was received by the Fund subject to a restriction or specific designation regarding its use.

- ii. **Unrestricted Assets.** Unrestricted Assets shall include any portion of the Principal which was received without any restriction or specific designation regarding its use.
- b. **Investment and Management.** The Principal of the Living Endowment Fund shall be invested or managed with the goal of obtaining the greatest Earnings possible without threatening unduly the Principal. Assets or money in the Principal may be sold, invested, reinvested, or managed at the discretion of the Board, but the Principal may not be used for any purpose other than for the goal of obtaining the greatest Earnings possible.
- c. **Use of Earnings.** The Earnings shall generally be used to support outreach missions in the greater lake area. Earnings from Unrestricted Assets may be used for such purposes at the discretion of the Board or may be reinvested as additional Unrestricted Assets. Earnings from Restricted Assets shall only be used according to the restrictions or specific designations which applied when such Restricted Assets were received by the Fund.
- d. **Termination.** In the event that Camdenton CCC should cease its ministry or if the Board should determine that Camdenton CCC should no longer invest or manage the Living Endowment Fund, any remaining Principal and Earnings of the Living Endowment Fund shall be transferred to the Christian Church Foundation of the Christian Church (Disciples of Christ), or its successor or equivalent within the Christian Church (Disciples of Christ), with information regarding the restrictions and specific designations related to the Restricted Assets.
- e. **Fiduciary Duty.** All Officers of Camdenton CCC shall be considered fiduciaries regarding the Living Endowment Fund. Any Officer knowingly using or authorizing the use of the Principal or Earnings of the Living Endowment Fund for any unauthorized purpose shall be personally responsible for the funds so used and Camdenton CCC shall have the right to obtain reimbursement of any amount so used from any and all Officers knowingly using or authorizing such use.

X. Parliamentary Authority

- a. The Board shall have authority to adopt any Special Rules of Order to govern meetings of the Board or Congregation that are not inconsistent with these Bylaws.
- b. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern all meetings of the Board or Congregation in all cases to which they are applicable and in which they are not

inconsistent with these Bylaws or any Special Rules of Order adopted by the Board.

XI. Transitions

- a. **Board.** After the adoption of an amendment of the Bylaws of Camdenton CCC which affects the composition of the Board, the Board as established and operating prior to such amendment shall continue as the Board of Camdenton CCC until election of the members of the Board under the amended Bylaws may be conducted and the terms of office of such members shall commence.
- b. **Terms.** During any transition as a result of amendment of the Bylaws of Camdenton CCC which affects the number, composition, or terms of office of any elected or appointed positions, elections or appointments for any such positions may be made for such longer or shorter term and commencing at such time or times as the Board deems appropriate to allow a transition between the prior Bylaws and the new or amended Bylaws.

XII. Dissolution. In the event that Camdenton CCC should cease its ministry, then any remaining assets shall be distributed to a charitable organization qualified pursuant to section 501(c)(3) of the Internal Revenue Code (26 U.S.C. § 501(c)(3)) that has a similar purpose or mission to Camdenton CCC.

XIII. Amendments. These Bylaws may be amended at an Annual or Special Congregational Meeting by a two-thirds (2/3) majority vote of those Members present and voting. The Constitution may be amended as specified in the Constitution. Notice must be given at least two (2) weeks in advance of an Annual or Special Meeting at which amendments to either these Bylaws or the Constitution shall be considered indicating that the purpose, or one of the purposes, of such meeting is to consider amendment of either the Bylaws or the Constitution. A copy of the proposed amendments shall be provided with the Notice or otherwise made available to Members at least two (2) weeks in advance of the meeting.

Approved by the Board on the 19th day of July, 2012, and by the Congregation on the 12th day of August, 2012.