

## **Proposed Constitutional Amendments – April 5, 2020**

### **ARTICLE V CHURCH GOVERNMENT/MEETINGS**

Section 1 – GOVERNMENT. The government shall be congregational in nature and shall be vested in the membership. The voting age of 18 years of age will be set. Members shall be accorded one vote on any matter requiring a church vote.

Section 2 – MEETINGS. The business of the church shall be conducted at regularly scheduled business meetings of the membership, but no less than once a quarter. Other meetings of the membership for church business may be called at any time by the pastor or chairman of the Deacons.

Section 5 – QUORUM. A quorum shall consist of no less than twenty-five percent (25%) of the church membership on the last day of the quarter prior to the meeting.

Section 6 – MINUTES. The church clerk shall record the minutes of each business meeting, including the number present, whether a quorum was present, and what actions were taken by the church. A copy of the minutes will be kept on file in the church office by the Communications Coordinator. The clerk shall also maintain duplicate copies of the minutes. The clerk shall record in the minutes all motions, including the person making the motion, the person seconding the motion, description of the motion, and a response date to the motion. At the beginning of a regular business meeting, the clerk shall read to the membership any active motions.

Section 11 – ANNUAL MEETING. This church shall hold an annual meeting during the month of November at which the pastor shall present the state of the church to the membership and include the past and present status of the church, and to cast vision for the future.

### **ARTICLE VI OFFICERS**

Section 4 – PASTOR.

4D. – At the annual meeting in November, the pastor shall present the state of the church to the membership (See Article V, Section 11).

Section 9 – COMMUNICATIONS COORDINATOR. The Communications Coordinator shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The Communications Coordinator shall issue letters of dismissal voted by the church, preserve and fill all communications related to the office and written official reports. The Communications Coordinator shall be responsible for seeing to the preparation of the annual letter of the church to the association and presentation to the church for approval. All church records are church property and shall be kept in the church office.

The Communications Coordinator shall be responsible to maintain the corporate seal of the church. The Communications Coordinator shall be authorized to attest to the signature of the Trustees on any business or legal document as may benefit or affect the church and to affix the corporate seal thereto.

Section 10 – TREASURER AND ASSISTANT. The church shall elect annually a church treasurer and assistant as its financial officers. The treasurer and assistant are eligible to serve three consecutive terms after which a year must lapse before eligibility for re-election. All church records are church property and shall be kept in the church office.

The treasurer shall be authorized to attest to the signatures of the Trustees on any business or legal document as may benefit or affect the church and to affix the corporate seal thereto.

The treasurer shall be an ex-officio member of the Finance committee. The assistant treasurer will assist the treasurer as needed.

The treasurer is responsible for signing all disbursements. If the treasurer is unavailable to sign for church disbursements, the assistant treasurer may sign in his place. If both the treasurer and assistant treasurer are unavailable to sign for church disbursements, the order of succession falls to the senior Trustee, then the junior Trustee, and finally the freshman Trustee. No other church officer or member may sign for church disbursements.

Section 11 – FINANCIAL COORDINATOR. It shall be the duty of the Financial Coordinator to render to the Finance Team at each regular Finance meeting an itemized report of the receipts and disbursements of the preceding month.

Upon rendering the annual account at the end of each year and its acceptance and approval by the church, the records shall be delivered by the Financial Coordinator to the Communications Coordinator, who shall keep and preserve the account as part of the permanent records of the church.

It shall be the duty of the Financial Coordinator to pay out by check, upon receipt of vouchers approved and signed by authorized personnel, keeping at all times an itemized account of all receipts and disbursements.

The permanent financial records of the church will be audited every five years and the results shared during the following business meeting.

## **ARTICLE XII CORPORATE SEAL**

The Seal of the church shall be two concentric circles with the inscription “Oaklawn Baptist Church” contained between the circles. The Seal shall be affixed to this Constitution and By-laws by the Communications Coordinator beside the Communications Coordinator’s signature below.

## **ARTICLE XIII ADOPTION AND AMENDMENTS**

Section 4 – COPIES. A copy of this Constitution and By-laws shall be kept by the Communications Coordinator at all times among the Communication Coordinator’s records, and another copy shall be kept in the church office. All amendments to or revision thereof shall be prepared by the Communications Coordinator and attached to the copies of this Constitution and By-laws and made available to the church members generally upon request.