

**CONSTITUTION OF THE WEST FAIRLEE CENTER
CONGREGATIONAL CHURCH INC.**

Revised 2018

ARTICLE I. NAME

This Church shall be named the West Fairlee Center Congregational Church.

ARTICLE II. PURPOSE

The purpose of this Church shall be to worship God, to preach the Gospel of Jesus Christ, to celebrate the sacraments, to realize Christian fellowship and unity within this Church and the Church Universal, and to make real the love of God in people's lives.

ARTICLE III. POLICY

The government of this Church is vested in its members who exercise the right of control in all its affairs through the Board of Directors, subject in legal matters to the Articles of Incorporation granted to it by the Secretary of State in the State of Vermont and shall be affiliated with the United Church of Christ. Withdrawal can occur by a two-thirds (2/3) majority vote of the Regular Church Members.

ARTICLE IV. FAITH AND COVENANT FOR MEMBERS

This Church acknowledges Jesus Christ as its head and recognizes the Bible, as interpreted by the Holy Spirit, to be its source of inspiration and comfort. Each member shall have the undisturbed right to follow the Word of God to the dictates of his or her conscience, under the enlightenment of the Holy Spirit. The following Statement of Faith is an expression of the spirit in which our Church interprets the Word of God.

We are united in striving to know the will of God as taught in the Holy Scriptures, to walk together according to His truths, made known to us and yet to be revealed, to raise our children in Christian ways. We hold it to be the mission of the Church to proclaim the Gospel of Jesus Christ to all humanity and to show our concern in caring ways; to labor for the progress of knowledge and understanding, for justice, for the reign of peace, and the realization of human community.

The members of this Church are pledged to bear each other's burdens; walk with each other, if we may; be steadfastly supportive of one another's good name; and hold the peace and welfare of all peoples as our own.

ARTICLE V. MEMBERSHIP

Types of Membership

Membership in this Church shall consist of Regular Members, Associate Members, Inactive Members. Friends of the Church are recognized as supporters.

Regular Members

Regular membership in this Church shall be open to any person who has been baptized and who has been confirmed or made public confession of faith in Jesus Christ as Lord and Savior. Membership is open to all without regard to race or color.

Associate Members

Persons who worship regularly with this congregation and contribute to the support of the Church who, for some conscientious reason do not wish to become Regular Members, may become Associate Members by their request and a two-thirds vote at the Annual Meeting of the Church. Associate Members shall have the privilege to vote in Church matters at the Annual Meeting.

Inactive members

Inactive members are those members of this Church who have requested to have their names placed on an inactive list, or who have made no response to communications from the Church in over a year. In

**CONSTITUTION OF THE WEST FAIRLEE CENTER
CONGREGATIONAL CHURCH INC.**

Revised 2018

such cases, the Moderator may direct the Clerk to remove their names from the Church Roster of Members or re-assign them as Friends of the Church.

Friends of the Church

Friends of the Church are those who have an interest in the Church, but do not wish to participate in religious functions of the Church. Such list will be maintained by the Clerk as part of the Membership family.

Termination of Membership

If a member requests in writing to resign as a Member, the Clerk shall prepare a letter of acknowledgement to that person and remove their name from the Church Membership List.

If a member disregards their covenant vows, the Church Board of Directors may terminate their membership by a two-thirds vote at a duly warned Annual or Special Meeting.

ARTICLE VI. BOARD OF DIRECTORS

Quorum for Board of Director's Meetings

A quorum shall consist of four (4) Board members.

Voting

Voting by the Board of Directors for its meetings may be done by electronic methods. The Clerk shall record the votes and record minutes of such meetings. Any questions of meeting procedure shall be subject to Robert's Rules of Order as invoked by the Moderator.

Board of Director's Structure

The Board of Directors shall consist of the five officers, three of which must be Regular members as follows: Moderator, Assistant Moderator, Clerk, Outreach Coordinator, Treasurer. The officers shall be elected at the Annual Meeting for a five (5) year term.

Moderator

The Moderator shall preside at the Church Annual and Special meetings, and any periodic Board of Directors meetings held throughout the fiscal year. If the Moderator is unable to chair such meetings, the Assistant Moderator shall preside in the Moderator's place.

Assistant Moderator

The Assistant Moderator duties are to assist the Moderator as needed in all functions of the Moderator's responsibilities.

Clerk

The Clerk shall keep and publish to the Board of Directors a complete record of the transactions of the Church Annual and Special meetings as well as publish complete minutes of the Board of Directors meetings.

The Clerk will also keep a record of names and addresses of all members with date of admission and dismission or death. A record of baptisms and weddings and shall report the same at the Annual Meeting. The Clerk shall deliver to their successor all records, meeting minutes, books, or other documents of the office upon leaving the position of Clerk.

The Clerk shall act as Treasurer if the Treasurer is unable to perform the duties of Treasurer.

Treasurer

The Treasurer shall receive and disburse all monies of the Church as directed by the Board of Directors. All instruments of deposit and disbursement (checks, transfer of funds from one account to another) shall be done only by the Treasurer. Transfer of any funds from the Trust or CD shall require two (2) signatures; (Moderator and Treasurer) and approval of the Board of Directors as to the amount and reason. Should the Treasurer be unable to perform the duties, the Moderator shall designate the Clerk to act in the Treasure's place until such time as the Treasurer is replaced.

CONSTITUTION OF THE WEST FAIRLEE CENTER CONGREGATIONAL CHURCH INC.

Revised 2018

The Treasurer shall keep an accurate account of all transactions and make an annual report in detail of all receipts and expenditures for all accounts properly audited, and deliver to their successor all papers, accounts, books, and funds of the office upon leaving the position of Treasurer.

Outreach Coordinator

The Outreach Coordinator shall be elected at the Annual Meeting for a term of five (5) years and shall initiate and maintain the Church Website, post all notices as directed by the Board of Directors to the West Fairlee List Server, and contact Members and Friends annually to keep them informed of the Church's activities.

Vacancies

Any vacancies in the offices named in this article shall be filled by a majority vote of the Board of Directors until the Church shall fill the vacancy at their next Annual Meeting.

ARTICLE VII. SEXTON

The Board of Directors shall appoint a Sexton whose duties include opening of the Church for Church sponsored events, general tidiness and cleaning for such events, periodic check of the premises, and ensure lighting of the Church during the Thanksgiving and Christmas seasons. The Sexton shall be remunerated by the Treasurer upon direction of the Board of Directors in accordance with an agreement between the Church and Sexton for services rendered.

ARTICLE VIII. FINANCIAL AUDITORS

Auditors

Upon request of the Board of Directors, auditors may be selected at the Annual Meeting to examine the records of the Clerk and Treasurer, and to report their findings to the Board of Directors.

ARTICLE IX. SERVICES AND MEETINGS

Religious Services

Services of worship shall be held during the summers and as scheduled by the Board of Directors for Sunday Services or other appropriate Religious Activities. Leadership for each Christian service will be approved by the Board of Directors prior to the Service. Other services for worship, inspiration, prayer, and study may be held as determined by the Board of Directors.

Church Annual Meeting

The Annual Meeting of the voting members (Regular and Associate) of the corporation shall be held between the 15th of May and the 30th of June. The Clerk or Moderator shall prepare written warnings as directed by the Board of Directors as to time and date and send such warnings with a Meeting agenda to Regular and Associate members at least ten (10) days prior to the meeting. Additionally, warning of the Meeting shall be posted on the Church Website and on the West Fairlee List Server.

At the Meeting, the Treasurer, Clerk, and Outreach Coordinator shall present written reports of the Church activities for the past year. Officers of the Board of Directors shall be elected as terms require, and such other business transacted as may be specified in the agenda for the meeting.

Special Meetings

Special Meetings shall be warned by the Clerk, in consultation with the Board of Directors upon receipt of a written request by five members, either Regular or Associate. The Clerk shall prepare written warnings as directed by the Board of Directors as to time and date and send such warnings to Regular and Associate members at least ten (10) days prior to the meeting. Additionally, warning of the meeting shall be posted on the Church Website.

**CONSTITUTION OF THE WEST FAIRLEE CENTER
CONGREGATIONAL CHURCH INC.**

Revised 2018

Meeting Venues

Annual and Special meetings shall take place on the premises of the Church unless emergency conditions warrant a different venue.

Meeting Quorums

A quorum for the Annual and Special Meetings shall consist of not less than five (5) Regular and Associate Members, of whom not less than four (4) shall be Regular Members.

Voting

Voting on all business matters shall be determined by a simple majority of qualified members. Absentee ballots will be accepted at either Annual or Special Meetings.

Minutes and other Meeting Documents

The Clerk shall prepare minutes of the Annual and Special Meetings and distribute them to the Board of Directors for review and amendments. Minutes shall be preserved by the Clerk using a paper system and made available for posting on the Website by the Outreach Coordinator. All reports from the Treasurer, Clerk, and Outreach Coordinator shall be in writing and made available to the Clerk for proper preservation.

ARTICLE X. FISCAL YEAR.

The fiscal year of the Church shall follow the calendar year, January 1st to December 31st.

ARTICLE XI. AMENDMENTS

This Constitution may be amended by a two-thirds (2/3) vote of qualified Members at any Annual Meeting, providing that a notice specifying the time of the meeting and substance of the proposed amendment shall have been posted at least ten (10) days before such meeting.

The provisions of the Constitution shall become effective upon approval at the Annual Meeting and signed by Board of Directors.

ARTICLE XII. APPROVALS

Moderator

Assistant Moderator

Treasurer

Clerk

Outreach Coordinator

Date: _____