

# Lake Country Congregational Church



## Constitution and By-Laws

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**Lake Country Congregational Church  
Hartland, Wisconsin**

**CONSTITUTION**

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**Lake Country Congregational Church  
Hartland, Wisconsin**

**CONSTITUTION**

**NAME**

**ARTICLE I**

The name of this Church shall be  
**The Lake Country Congregational Church** of Hartland, Wisconsin.

**PURPOSE<sup>1</sup>**

**ARTICLE II**

**MISSION STATEMENT:**

**Lake Country Congregational Church follows Jesus Christ as Lord,  
in The way of the Pilgrims, giving and serving for His purpose  
with inspired conviction to build and to nurture His church  
by sharing with the community the joy and inspiration  
of our Christian faith, freedom and fellowship.**

**FAITH<sup>1</sup>**

**ARTICLE III**

**We believe in the love of God, our Father,  
As revealed in Jesus Christ, our Lord and Savior.**

**We proclaim to live together in fellowship, loving and serving God.**

**We earnestly desire to give and work in the way of the Lord,  
as taught in the Holy Scriptures , through the guidance of the Holy Spirit.**

**We support the priority of providing inspiration  
and education in Christian Values for all.**

**The Church recognized the freedom of each member  
To determine his own believes according to Christ's teachings.**

**We cherish the aim that each person shall be able to read  
And interpret the Bible for himself,  
that he shall be able to experience it inspiration  
to grow into a strong, insightful follower of Jesus Christ.**

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<sup>1</sup> Amended January 21, 2001

## COVENANT<sup>1</sup>

### ARTICLE IV

We covenant with God and with one another to advance His power, recognizing in Christ the way, the truth, and the life; to make this church His Church being eager to support it mission in the world through praying and worshipping, learning and teaching, giving and serving together as we love care and value others.

## MEMBERSHIP

### ARTICLE V

1. A member of this Church shall be a person whose application for membership shall have been approved by the Board of Deacons; who shall affirmed his/her belief in the purpose of this Church before the congregation; and whose membership has not been terminated.

2. The Board of Deacons may vote to admit a prospective member to active membership upon:

- a. Presentation of a letter of transfer satisfactory to the Board of Deacons; or
- b. Reaffirmation of faith, if a satisfactory letter be unavailable; or
- c. Confession of faith and baptism; unless the prospective member had been baptized prior to making application, or the Board of Deacons waives the requirement of baptism for reasons of personal convictions of the applicant

3. Membership of this Church shall consist of three classes:

- Active
- Inactive, and
- Affiliate
- **Supporting<sup>1</sup>**

a. **An Active member** shall be one who has been received into membership of this Church, and who shall not have been transferred to the roll of Inactive Members by the Board of Deacons. Only Active Members who have attained the age of 18 years shall be entitled to vote or hold office, and they shall be known as Voting Members.

b. **An Inactive Member** shall be a former Active Member who has been designated an Inactive Member by the Board of Deacons.

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<sup>1</sup> Amended January 21, 2001

c. **An Affiliate Member** shall be one who maintains membership in another Church and who, because of residence, position or educational situation, also desires affiliation with this Church. Affiliate Members will be accorded the fellowship and services of our Church but will not be entitled to vote or to hold office.

d. **A Supporting Member**<sup>1</sup> will be defined as one who supports/contributes to the church, but is unable to attend worship services due to:

- (1) **Physical limitations or conditions**
- (2) **Temporary residency**
- (3) **College Student**

**Supporting members are entitled to vote. However, those listed in this category are not to be included in the required number for a quorum or the required 2/3 of voting members. These members are to be reviewed by the Deacons in the same manner as active members, one a year.**

4. An Active Member or Inactive Member shall cease to be a member of this Church upon:

- a. approval by the Board of Deacons of a request of such member for transfer or termination of his/her membership; or
- b. death; or
- c. an affirmative vote of at least two-thirds of the Voting Members present at a special meeting of the Church to which, after due notice, a recommendation of the Board of Deacons for such termination has been presented.

## **POLITY<sup>2</sup>**

### **ARTICLE VI**

This Church, subject to the provisions of its Article of Incorporation, shall be an autonomous body, having within itself all necessary powers to govern and discipline, recognizing the expediency and privilege of seeking the advise of other Churches and associating with them for mutual advantage and service to our fellowmen, but amenable to no ecclesiastical constitution or authority except that of Christ, our Lord.

## **RESERVATION OF POWERS**

### **ARTICLE VII**

All powers not delegated by this instrument are reserved to the membership of the Church, and may be exercised by Voting Members in meetings of the Church of which due notice has been given.

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<sup>1</sup> Amended January 21, 2001

<sup>2</sup> Amended January 21, 2001 (formerly Article III)

## CHURCH ORGANIZATION

### ARTICLE VIII

1. **The Council:** The council shall represent the membership and act as the executive committee of the Church between Church meetings. It shall visualize the entire task of the Church, formulate and recommend programs to the members, formulate and present budgets to the members, have primary responsibility for the integration and correlation of the work of all such officers, boards and committees as may be deemed necessary by the council, for the fulfillment of the purpose of the Church, and advise with the Minister.

a. **Composition:** The Council shall consist of: The Moderator; one member with alternate, shall be selected from and by each of the active boards as defined in Article VIII, paragraph 2, and the Woman's League; and Members at Large elected from and by the members, equal in number to the Boards and Woman's League represented. The immediate past moderator, the minister and ordained associates, and the church administrator shall be non-voting members of the Council.

b. **Tenure:** Members at Large of the Council shall be elected for three year terms and, having served one full term, shall be ineligible for one year for reelection. The representatives and alternates of the Boards and of the Woman's League shall be selected annually.

2. **Boards:** When the following boards are deemed necessary by and created by the Council, they shall be made up of members elected by the members for three-year terms and such a member having served one term shall be ineligible for one year for reelection to the same board.

a. **The Board of Deacons** shall consist of not more than six deacons or deaconesses, together with the minister as a non-voting member, and shall be responsible for matters relating to the services of worship, including pulpit supply, music, ushering, an assisting in the sacraments; adult fellowship and hospitality activities and parish visiting; membership and the Church rolls; and spiritual interests of the Church and its members and administration of the Deacon's Fund.

b. **The Board of Trustees** shall consist of not more than six trustees and shall exercise all statutory powers and duties with respect to Church property and secular business matters, but shall have no power to buy, sell, or mortgage real estate without specific authority by vote of the members of the Council. It shall have the power to incorporate with the approval of the Church Council. It shall manage and safeguard the funds of the Church, designating depositories, authorizing routines for approval and payment of bills and salaries, and shall have the books of the Financial Secretary and Treasurer audited and present the audit to the Council prior to the annual meeting. It may with the concurrence of the Council, invest reserve funds and establish separate foundations or trusts for specific purposes and name the trustees therefore.

c. **The Board of Christian Education**<sup>3</sup> shall consist of not more than six members, together with professional staff members assigned to education and the Superintendent of the Sunday school as non-voting members. It shall formulate and administer education programs of the Church, such as the Sunday school, Weekday Bible School, high school youth programs, fellowship organizational for children and young people, and adult discussion groups. It shall have authority to appoint and dismiss teachers and lay officers of these organizations and also institutional representatives to community youth organizations.

d. **The Board of Benevolence and Church Relations** shall consist of not more than six members. It may appoint a missionary secretary who shall be an ex-officio member. The board shall investigate, correlate, and promote benevolent projects throughout the church fellowship and direct those of the Church itself. It shall also seek out and encourage means of expanding the Christian service to the Church beyond its own membership and name delegates to religious gatherings to which the Church or Council shall not have elected official delegates. Funds collected or allocated for benevolent purposes shall be disbursed only upon authority of this Board.

e. **The Board of Christian Stewardship** shall consist of not more than six members. It shall be responsible for the raising of funds and the maintenance of progress in meeting members' pledges. It shall stimulate the development of bequests, trust funds and memorials and shall supervise the work of the Financial Secretary.

3. **The Woman's League:** The Woman's League, having as its objectives the promotion of Christian Fellowship and the assistance of the Church in its spiritual, benevolent, and financial work, shall have representation on the Council.

4. **Minister:** The Minister shall have been ordained and, before being recognized, shall have become a member of the Church. He shall have responsibility for the spiritual welfare of the Church, shall seek to enlist followers of Christ, preach the Gospel, administer the sacraments, and have under his care all services of worship. He shall be a non-voting member of the Council and the Board of Deacons, and an advisory member of all other boards and committees,

a. **Call:** The Minister shall be called by a vote of at least two-thirds of Voting Members present at a Church meeting to which, upon due notice, his election is proposed by the Council.

b. **Tenure:** The Minister shall continue in office for an indefinite term. His tenure may be terminated at any time upon at least sixty (60) days notice given to the Minister by a majority vote of Voting Members present at a special Church meeting called for the purpose. In the event of such a vote, the Council may suspend the Minister pending termination of tenure.

c. **Associate or Assistant Ministers:** Upon authorization of the members, the Council may select and call associate or assistant ministers upon terms fixed by written agreement.

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<sup>3</sup> Corrected January 24, 2002

5. **Lay Officers:** Lay officers shall be elected annually by the Church.
- a. **Moderator:** The Moderator shall preside at meetings of the members and shall be the Chairman of the Council. He shall be ineligible for one year for reelection if he shall have served two full consecutive terms.
  - b. **Clerk:** The Clerk shall act as secretary for the Church, keep records, issue letters of transfer, as directed by the Board of Deacons, and give legal notice of meetings. During the absence or disability of the Clerk, the Moderator may name a clerk pro tem subject to change by the Council at its next meeting.
  - c. **Financial Secretary:** The Financial Secretary shall receive and account for all payments, subscriptions, and offerings; deliver all monies to the Treasurer; furnish subscribers periodically with statements of their accounts; and give such bond as the trustees direct, at church expense. The Financial Secretary shall report periodically to the Board of Trustees.
  - d. **Treasurer:** The Treasurer shall be responsible for custody of all Church funds and valuable papers, and for the deposit thereof as the Board of Trustees directs. He/She shall give such bond as the Board of Trustees prescribes, at Church expense; shall make such payments from general Church funds and such investments as the Board of Trustees authorizes; and shall account for all receipts and disbursements. He/She shall be accountable to the Board of Benevolence and Church Relations for benevolence funds and shall disburse these solely in accordance with the direction of that Board. The Treasurer may not hold the office of Financial Secretary.
6. **Nominating Committee:** This Committee shall function throughout the year to nominate board members and lay officers for all positions to be filled by election at any meeting of the members.
- a. **Composition:** The nominating Committee shall consist of five persons, three of whom shall be Members at Large elected by the members at the annual meeting, and two of whom shall be elected by the Council from its own membership.
  - b. **Tenure:** Members at Large of the Nominating Committee shall be elected for a term of one year and, after serving one full term, shall **not**<sup>3</sup> be eligible for one year for re-election.
7. **Committees:** At their discretion, the Council and the several boards may create and dissolve standing and special committees in furtherance of their respective duties. Such committees shall consist of persons appointed for terms of not more than one year, and may consist in part of persons not members of the body creating the particular committee and not subject to the same to the same limitations as to tenure.

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<sup>3</sup> Corrected January 24, 2002

## MEETINGS AND CHURCH YEAR

### ARTICLE IX

1. **Annual Meeting**<sup>4</sup>: The Annual Meeting must take place within the first two months of the calendar year. Notice of such meeting shall be published to Church members and announced at each Church service the two preceding Sundays.
2. **Special Meetings**: Special meetings of the members may be held at any time upon call of the Council or of any of the boards; or of the Clerk upon written request of ten Voting Members of the Church. Notice of such meetings shall be in writing and shall be published to Church members not less than three (3) days preceding the date of such meeting. Business transacted at a special meeting shall be limited to considering and acting upon subject matter specified in the notice.
3. **Quorum**: Twenty-five percent (25%) of the Voting Members shall constitute a quorum for the transaction of business, at any meeting of the members.
  - a. **Absentee Ballot**.<sup>1</sup> Voting members of LCCC who are unable to attend a called meeting of the congregation may vote via an absentee ballot. Absentee ballots will be made available at the church and must be received at the church prior to the scheduled called meeting, and be counted as part of the quorum of the voting members.
4. **Nominating and Election Procedures**:
  - a. Nominations of the Nominating Committee for positions to be filled at the annual meeting shall be published to the members of the Church at least four weeks in advance of the annual meeting.
  - b. Additional nominations for any such position may be made only by petition, signed by ten Voting Members and filed with the Clerk at least two weeks in advance of the annual meeting. Such additional nominations shall be published to the members of the Church at least one week prior to the annual meeting.
  - c. Voting shall be by secret ballot in event of contest.
  - d. If any Church office becomes vacant between annual meetings of the Church, the Council, after consulting the Nominating Committee, shall fill the vacancy by an interim appointment until the next annual meeting, at which time any unexpired term shall be filled by nomination and election.
  - e. No nomination may be presented at a meeting of the Church unless the nominee shall have consented to serve if elected.
  - f. The terms of lay officers and of Council and board members shall commence immediately upon their election. If any such person ceases to be an Active Member resident in the parish area, his office shall become vacant.
5. **Fiscal Year**: The fiscal year shall be the calendar year.

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<sup>4</sup> Amended January 23, 2005

<sup>1</sup> Amended January 21, 2001

## BY-LAWS

### ARTICLE X

The Church may adopt by-laws in furtherance of the provisions of this Constitution.

## AMENDMENT

### ARTICLE XI

1. **Publication:** Proposed amendments to this Constitution shall be published to the members of the Church not less than thirty (30) days prior to the annual meeting, and reference thereto shall be included in every Church calendar published during the intervening weeks.

2. **Adoption:** Upon publication as provided in Sect. 1 of this Article, a proposed amendment may be adopted at the annual meeting by a vote of two-thirds of Voting Members present and voting which two-thirds must be at least 51% of the total voting membership.

## OTHER PROVISIONS

### ARTICLE XII

1. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, officers, trustees, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

2. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the organization shall not participate in or intervene in any political campaign on behalf of any candidate or public office.

3. In the event of dissolution, any remaining assets shall be distributed to organizations organized and operated exclusively for charitable, educational or scientific purposes and/or as shall at the time qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954.

## EXECUTORY

### ARTICLE XIII

1. This Constitution shall become effective upon adoption.

2. Terms of all officers and board members previously elected or appointed shall expire upon adoption of this constitution.

3. Terms of Council Members at Large and of board members shall be so arranged that the terms of one-third expire annually.

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January 20, 1976  
Amended January 21, 2001  
Corrected January 24, 2002  
Amended January 23, 2005



# Lake Country Congregational Church Hartland, Wisconsin

## BY-LAWS

### MEMBERSHIP

#### ARTICLE I

##### 1. ROLLS:

The Board of Deacons shall cause to be maintained a roll of Active Members, **Supporting Members**<sup>1</sup> and a roll of Inactive Members, revised at least annually. It shall transfer from the roll of Active Members to the roll of Inactive Members the names of only those whose addresses have been unknown for two years, or who, in spite of kindly reminders, have not for a two-year period participated in the services of worship or the organized work of Church, or contributed to its support or otherwise shown an interest in the Church. The Board of Deacons may restore the name of any Inactive Member to the roll of Active Members or he may be given a letter of transfer at their direction.

##### 2. DISCIPLINE:

Should a member become an offence to the Church, the Board of Deacons may recommend termination of his/her membership, but only after faithful effort have been made to bring such member to repentance and amendment. In all cases of discipline, the Church shall proceed according to Congregational usage, and in conformity with the law of Christ recorded in Mathew XVIII: 15-17.

### OFFICIAL BODIES

#### ARTICLE II

##### 1. COUNCIL:

Among its duties as the executive committee of the Church, the Council may assign to one officer or board, or may assume jurisdiction over, matters which clearly overlap the areas of responsibility of two or more officers or boards, and shall make decisions on policy matters referred to it by any officer or board primarily responsible. It shall review and evaluate the plans, programs, and performance of the respective officer, boards, and committees, and relate them to the overall Church program. It may require plans, reports, and recommendations from the various officers, boards, committees, and auxiliary organizations at such times as it may direct and shall, prior to the annual meeting of the Church, send to the membership a report of work accomplished in all aspects of the Church program. It shall submit to the annual meeting a comprehensive program for the coming year. No solicitation for funds shall be made in the name of the Church without approval of the Council

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<sup>1</sup> Amended January 21, 2001

## STANDARD PROCEDURES

### ARTICLE III

1. The Council and each of the boards shall carry out the following procedures:
  - a. Each of the Church Boards shall elect their representative Officers at the first meeting of the fiscal year following the annual meeting who when elected will assume office at that meeting. The Council will be notified of the newly elected officers within three days of their election.
  - b. Each of the Boards shall hold not less than four regular meetings during the year. The Council shall hold not less than four regular meetings. In addition to regular scheduled meeting, special meetings may be called at any time by the chairman or any three members, upon reasonable notice. A **quorum** shall consist of a majority of the voting members of the boards or of the Council.
  - c. Each of the bodies shall keep a written record of its proceedings. Copies of such minutes shall be furnished promptly to each member of the respective bodies, and also, in the case of boards, to each member of the Council.
  - d. At the request of the council, each of the respective boards shall submit to the Council, in writing, a report of its progress and a program for the activities under its charge for the ensuing year.
  - e. Annually, all dates determined by the Council, each of the respective boards shall submit to the Finance Committee of the Council and itemized budget of proposed expenditures for the ensuing year.
2. **MANUAL:** As a guide for carrying out the duties of the various officers and boards and as a means of preserving their experience, an official Manual of Procedure shall be maintained under the direction of the Council. Each officer and board shall be responsible for the developing the section pertaining to his/her or its field, which shall be subject to change only upon Council approval. A master copy shall be in the custody of officer or the secretary of the particular body, and a duplicate shall be in the custody of the Council.

## EXECUTION OF CONTRACTS

### ARTICLE IV

All deeds, mortgages, and contracts pertaining to Church property shall be executed in the name of the Church by the Chairman of the Board of Trustees, or, in his/her absence, the Vice-Chairman or such other person as is duly authorized thereto by said Board, and such instrument shall be attested by the Clerk, who shall affix the corporate seal.

## MEETINGS OF THE CHURCH

### ARTICLE V

#### 1. MODERATOR:

If the Moderator is not present at any meeting of the Church, the Vice-Chairman of the Council shall act as the Moderator pro-tem, if neither the Moderator nor the Vice-Chairman of the Council is present; any Voting Member of the Church may call the meeting to order for the election of a moderator pro-tem.

#### 2. ORDER OF BUSINESS shall be:

##### a. Annual Meeting

- (1) Invocation
- (2) Reports and action by the Church
- (3) Unfinished Business
- (4) Elections
- (5) New Business
- (6) Benediction

##### b. Special Meetings

- (1) Invocation
- (2) Reading of call for meeting
- (3) Action by Church on business for which meeting was called
- (4) Benediction

#### 3. ROBERTS RULES OF ORDER shall govern parliamentary procedure in meetings of the Church.

## AMENDMENT

### ARTICLE VI

These by-laws may be amended at any meeting of the Church, subject to all of the following conditions:

1. The proposed amendment shall have been published to the membership at least thirty days prior to the meeting.
2. The amendment adopted is substantially in the terms set forth in the notice of the meeting.
3. Two-thirds of Voting Members present vote for the amendment.
4. The amendment is not inconsistent with the Constitution.

## **OTHER PROVISIONS**

### **ARTICLE VII**

The Lake Country Congregational Church hereby indemnifies any person, who by reason of the fact that he/she is or was a director, officer, trustee, or employee of the Church, from any action now pending or threatened, suit or proceeding whether civil, criminal, administrative, or investigative, resulting from or relating to his/her service in such capacity on behalf of the Church, and against expenses, including attorney's fees, judgements, fines and amounts paid in settlement or resulting from litigation actually and reasonably incurred by him/her in connection with such action, suit or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Church. It is the understanding and intention of this Article that no person acting on behalf of the Church in the above named capacities shall be personally responsible and/or liable for any act participated in or carried out in good faith on behalf of the Church.

## **EXECUTORY**

### **ARTICLE VIII**

These By-Laws shall become effective upon adoption.

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January 20, 1976  
Amended January 21, 2001