

CONSTITUTION AND BY-LAWS
of the
IMMANUEL EVANGELICAL LUTHERAN CHURCH

Member Lutheran Church Missouri Synod

Waterloo, Black Hawk County, Iowa

17 January 2021

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PREAMBLE

Whereas, Christians should practice fellowship with those who profess the true faith, (Acts 2:42); and
Whereas, they should endeavor to keep the unity of faith (Ephesians 4:3-6; I Corinthians 1:10); and
Whereas, as a body they should administer the office of the keys (John 20:21-23; Matt. 18:17-20); and
Whereas, in such body all things should be done decently and in order (I Corinthians 14:40);
Therefore, we, the undersigned, herewith adopt the following Constitution and its Bylaws according to which all affairs of this Congregation, both spiritual and material, shall be conducted.

CONSTITUTION

NAME

The name of this congregation shall be THE IMMANUEL EVANGELICAL LUTHERAN CONGREGATION of the UNALTERED AUGSBURG CONFESSION, of Waterloo, Black Hawk County, Iowa.

ARTICLE I CONFESSION OF FAITH

In our congregation all the canonical books of the Old and New Testament are accepted as the Inspired Word of God. All the Symbolical Books of the Evangelical Lutheran Church are accepted as a true and sound exhibition of Christian doctrine taken from and in full agreement with Holy Scriptures. These Symbolical Books are: A. The three general Creeds: the Apostolic, the Nicene, and the Athanasian; B. The Unaltered Augsburg Confession; C. The Apology of the same; D. The Smalcald Articles; E. Luther's Small and Large Catechisms; and F. The Formula of Concord.

No doctrine shall be taught or tolerated which is at variance with these Symbols of the Evangelical Lutheran Church, and all doctrinal controversies, which may arise in this congregation, shall be decided and judged according to this form of doctrine.

ARTICLE II COMMUNICANT MEMBERSHIP

No one can become, be, or remain a member of this congregation, or hold office in the same, or enjoy and exercise the rights and privileges of a member, but such as

- a. is baptized;
- b. declares his adherence to all the canonical books of the Old and New Testaments as the only divine rule and form of faith and life, and;
- c. while, he may perhaps be yet deficient in the knowledge of all the Lutheran Symbols is familiar at least with the Unaltered Augsburg Confession and Luther's Small Catechism and declares his acceptance thereof;
- d. does not live in manifest works of the flesh, (Galatians 5:19-21 - Now the works of the flesh are evident: sexual immorality, impurity, sensuality, idolatry, sorcery, enmity, strife, jealousy, fits of anger, rivalries, dissensions, divisions, envy, drunkenness, orgies, and things like these. I warn you, as I warned you before, that those who do such things will not inherit the kingdom of God." ESV) but leads a Christian life;
11/17/19
- e. is not a member of any ungodly society;
- f. with the congregation partakes of the Lord's Supper with due frequency if he be of sufficient age;
- g. submits to the orders of the congregation which have been or are yet to be mutually established as far as they are not contrary to God's Word, and permits himself to be fraternally admonished and corrected when he has erred.

**ARTICLE III
CONTRIBUTIONS**

It shall be the duty of each member to contribute according to his ability toward

- a. the maintenance of church and school;
- b. the payment of the debt of the congregation.

**ARTICLE IV
CHURCH DISCIPLINE**

Such, who live in manifest sins, shall submit to church discipline according to Christ's precept, (Matthew 18:15-20, "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be loosed in heaven. Again I say to you, if two of you agree on earth about anything they ask, it will be done for them by my Father in heaven. For where two or three are gathered in my name, there am I among them." ESV) so that the grades of admonition are closely observed. 11/17/19

Manifest and impenitent sinners, who are excluded by the congregation, forfeit, as long as they do not repent, Absolution and Lord's Supper; also shall they not be sponsors at baptisms, neither speak nor vote in a meeting of the congregation. They are, however, not excluded from the hearing of the Word of God.

An excommunicated member forfeits all claims upon the property of the congregation. The same shall hold good of such, who voluntarily sever their connection with the congregation.

**ARTICLE V
PASTORAL OFFICE**

The Pastoral Office in the congregation shall be conferred upon such a minister only, who professes adherence to all the canonical books of the Old and New Testaments as the inspired Word of God, and all the Symbols of the Evangelical Lutheran Church mentioned in paragraph I as derived from such Word of God. He shall be pledged to faithfully adhere to the Word of God and the symbols of the Evangelical Lutheran Church by the call extended to him by the congregation. He must also be properly called and ordained, and not be engaged by way of hire.

**ARTICLE VI
OFFICE OF TEACHER**

The office of teacher in the congregation shall be conferred upon such teacher only who professes adherence to all the canonical books of the Old and New Testaments as the inspired Word of God and all the Symbols of the Evangelical Lutheran Church mentioned in paragraph I as derived from such Word of God.

**ARTICLE VII
CHURCH POWER**

The congregation as a body shall have the supreme power in the external and internal administration and management of its own ecclesiastical and congregational affairs. No decision, enactment, or performance in behalf of the congregation or with reference to a member thereof as such shall be valid, whether it have proceeded from an individual or from a body within the congregation, unless it shall have been enacted or performed according to a general or special power conferred by the congregation; and whatever may have been ordered or decided by individuals or minor bodies within the congregation shall always be subject to revision and final decision by the congregation. But not even the congregation shall be empowered to order, enact, or decide anything contrary to the Word of God and the Symbols of the Evangelical Lutheran Church, and any such ordinance, enactment, or decision shall be null and void.

**ARTICLE VIII
CALLING PASTOR OR TEACHER**

When calling an ordained pastor or an installed teacher, the right to put up candidates and to choose one of these shall be vested solely in the congregation and shall never be delegated to an individual or a minor body within the congregation.

**ARTICLE IX
REMOVAL FROM OFFICE**

All officers of this congregation may, in Christian order, be removed from office. Sufficient causes for removing a pastor or a teacher are: Persistent adherence to false doctrine, scandalous life, and willful neglect of official duties.

**ARTICLE X
BOOKS AND FORMS**

In the public divine services of this congregation purely Lutheran hymns, and in all ministerial acts, purely Lutheran forms only shall be used. In the preschool, in Sunday school and all educational agencies besides Holy Scriptures and Luther's Small Catechism, such books only as are purely Lutheran shall be used. In the preschool, in Sunday school and all educational agencies besides Holy Scriptures and Luther's Small Catechism, such books only as are purely Lutheran shall be used for instruction in Christian doctrine. 11/17/19

It shall be the duty of parents, who are communicant members of this congregation, to send their children to the preschool of the congregation, or otherwise to provide for the proper training of their children in pure Christian doctrine. 11/17/19

**ARTICLE XI
PROPERTY RIGHTS**

All real and personal property owned by this congregation is property of this congregation with this special reservation: that such part of the congregation which withdraws and forms a separate parish, from the time of the separation relinquishes all claims to all property of this congregation.

If at any time, which God may graciously hinder, a separation should take place on account of doctrine, the property of the congregation and all the benefits connected with it, remains with those members who adhere to the Unaltered Augsburg Confession and have pledged their pastors and teachers to the Symbols of the Evangelical Lutheran Church enumerated in Paragraph I.

**ARTICLE XII
UNCHANGEABLE PARAGRAPHS**

Paragraphs one to twelve inclusive of this constitution are unchangeable.

BY-LAWS

Revised November 17, 2019

ARTICLE I MEMBERSHIP

A. Membership Defined

1. Baptized Membership

- a. Baptized members are all members who have been baptized. 11/17/19
- b. Members who have been baptized and have completed an adult instruction course as approved by the Board of Deacons and Pastor(s).

2. Communicant Membership

- a. Who are baptized in the name of God the Father, Son and Holy Spirit;
- b. Who accept all canonical books of the Old and New Testaments as the only and divine rule and standard of faith and life;
- c. Who are familiar at least with Luther's Small Catechism and declare their acceptance of it;
- d. Who attend divine services and partake of the Lord's Supper faithfully
- e. Who lead Christian lives and do not live in manifest works of the flesh (Galatians 5:19-21);
- f. Who contribute regularly and faithfully as God has enabled them toward the building of Christ's kingdom in the congregation and throughout the world;
- g. Who devote their time and talents to the extension of the Kingdom of God as God has enabled them;
- h. Who permit themselves to be fraternally admonished and corrected when they have erred;
- i. Who are not members, affiliates, or supporters of secret societies or other organizations conflicting with the Word of God.

B. Admission into Membership

1. Baptized Members

All children who are baptized in this congregation and all baptized dependent children whose parents or legal guardians become confirmed members of this congregation, shall be enrolled as baptized members.

2. Confirmed Members

- a. By Baptism - Adults not previously baptized shall, upon completion of a course of instruction in the teaching and practices of the Evangelical Lutheran Church, declare their acceptance thereof and receive the Sacrament of Holy Baptism.
- b. By Confirmation - Baptized members shall be received as confirmed members by Rite of Confirmation (in accordance with Article II of this Constitution)
- c. By Transfer - Persons coming with a letter of transfer from a congregation in church fellowship, provided they conform in all respects to the requirements of membership of this congregation, shall be received by the pastor, whose action is to be approved in a subsequent meeting of the Board of Deacons.
- d. By Profession of Faith - Other persons shall submit their request to the pastor; and having given satisfactory evidence of qualifications for confirmed membership to the pastor, they shall be received as confirmed members, to be approved in a subsequent meeting of the Board of Deacons.

3. Voting Members

All communicant members, both male and female, who have reached the age of majority (18) and are familiar with the Constitution and Bylaws of the congregation, shall be entitled to vote.

C. Termination of Membership

1. Transfer of Membership

Members desiring to join a congregation in church fellowship shall present their request for transfer to the pastor. Upon approval by the Pastor and Board of Deacons, a letter of transfer shall be issued by the Pastor to the receiving congregation. The Board of Deacons shall report all transfers to the congregation through church publications and to the membership at the next congregational meeting.

2. Release to other Churches

In cases where members have joined another congregation outside our own fellowship, they shall, be considered to have terminated their membership, and their names shall be removed from the membership list by a resolution of the Board of Deacons.

3. Whereabouts Unknown

The name(s) of members whose whereabouts are unknown and cannot be established within a period of six (6) months, and whose names have been listed in church publications, shall be removed from the membership list of the congregation and placed in a file designated "whereabouts unknown." Such membership is terminated and shall be reported as such to the next regular meeting of the congregation by the Board of Deacons.

4. Self-Exclusion

Individuals who have asked to be removed from the roster of the congregation as well as those who because of their persistent inactivity shall have their membership terminated. Specific procedures for such action shall be the responsibility of the Board of Deacons.

5. Excommunication

See Article 9 "Church Discipline".

ARTICLE II MEETINGS OF THE CONGREGATION

A. Regular Meetings

1. A Regular meeting shall be held during the calendar year in the month of November. The meeting shall include the election of Board of Directors for the next term. The meeting shall be for the purpose of consideration and acceptance of the budget for the coming fiscal year. This meeting will also serve as an annual report of all activities of the congregation including plans for the coming year. Dates and times of all congregational meetings shall be set by the Board of Directors. 11/17/19
2. All voting members of the congregation may attend the meetings of the congregation and are encouraged to participate.

B. Special Meetings

Special meetings of the congregation may be called by the Senior Pastor, President of the Board of Directors or one of his designees, the Board of Directors, or by 1/10 of the communicant members through a written request of the Board of Directors. Special meetings of the congregation shall have a specific purpose and must be published at the weekend worship services the Sunday previous to the Voters' Meeting. No other business may be transacted at such a meeting. 11/17/19

C. Announcement of Meetings

Every meeting of the congregation shall be published along with an agenda at the weekend worship services the two Sundays previous to the voters' meeting.

D. Special Considerations

1. The eligible voting members present at any properly called meeting shall constitute a quorum for the transaction of business.

2. Robert's Rules of Order, latest edition, shall be the governing parliamentary law of this congregation, except as otherwise provided in the Constitution of Bylaws of the Lutheran Church-Missouri Synod and its Iowa District East and of this congregation. A two-thirds majority vote in favor shall be required to amend the Articles of Incorporation or the constitution of this congregation, to erect buildings, to purchase or sell property, or to recommend the removal of a pastor or other professional church worker.
3. There shall be no voting by proxy.

**ARTICLE III
THE OFFICE OF THE PASTOR AND
CALLED PROFESSIONAL CHURCH WORKERS**

A. Procedures for securing a Pastor or Called Church Worker

1. When a pastor or an installed church worker is to be called, every member of the congregation shall have the privilege of making one or more nominations.
2. The call committee shall endeavor to report to the congregation the availability of all congregation nominations. The congregation shall also ask the District President for recommendations. The President of the Board of Directors shall appoint a call committee to solicit and screen, using the recommendations of the District President, a list of candidates deemed best for the position. In the case of a Preschool teacher, the call committee shall include at least two members of the Preschool Board.
3. In the screening process, the call committee shall submit names to the District President for information and evaluation. After receiving information and recommendation from the District President, the call committee shall present to the congregation, by means of a public announcement, at least three preferred candidates together with a biographical sketch of each.
4. At the congregational meeting, called for the purpose of calling the new pastor or professional church worker, the preferred list may be amended by means of a two-thirds vote of those present. The voters shall then adopt the list of candidates. Balloting shall proceed by means of a secret ballot. A majority of all votes cast is needed to issue a call. If a majority of votes cast is not attained for one candidate, the candidate with the least votes is then dropped from the list and the voting by ballot will continue until such time as a candidate receives a majority of the votes cast. A motion for a unanimous vote shall be made. It shall be the duty of the congregational President to give prompt notice of the election to the called candidate in whatever manner the President deems necessary.
5. Negotiations for contract teachers (new or renewal) shall be delegated to the Preschool Director. The Parish Administrator shall have the authority to extend contracts to teachers. Recommendations for contract teachers shall be reported to the Parish Administrator and acted upon within 7 days of notification.
11/17/19

B. The Pastoral Office

1. The Pastoral Office is the authority conferred upon pastors by God, through a call of the congregation which is the holder of the priesthood and of all congregational authority, to exercise in public office the common rights of spiritual priesthood on behalf of all. The Pastoral Office is the primary office in the congregation from which all other offices of the congregation issue, these include those of the Assistant Pastor, Parish Administrator, Preschool Director etc. The congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices. 11/17/19
2. Upon being installed, the pastor is authorized and obligated to proclaim to the congregation the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580. He is further to oversee:
 - a. The administration of the sacraments in accordance with their divine institution;
 - b. The discharge toward all members of the congregation, the function of a minister of their souls in an evangelical manner, in particular to visit the sick and dying and admonish indifferent and erring members;
 - c. The Spiritual welfare of the younger members of the congregation and adults during their preparation for acceptance of Holy Communion;
 - d. The congregation in applying the divinely ordained discipline of the church;
 - e. The spiritual leadership in the educational agencies, including the pre-school, and the various adult and youth organizations within the congregation.
3. The Pastor is to serve as an example of Christian conduct and to do all that is possible for the up-building of the congregation and for the advancement of the Kingdom of Christ. By reason of his position, the Pastor is not only a servant and steward of God, but also of the congregation. The Pastor shall have the

authority and responsibility for supervising all worship services so that they are always in harmony with the doctrine and practice of the Lutheran Church-Missouri Synod.

4. Members of the congregation are obligated to accord the pastor honor, love, and obedience in his ministry of God's Word, and to support his ministrations with diligence and faithful prayers; to help him in the discharge of his duties by cordial one-mindedness, by willing readiness, by peaceable conduct, and in every other way possible; and to provide for his material needs according to the ability of the congregation.
5. In calling a pastor to preach the Word of God and to administer the sacraments on their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it. This is the privilege and responsibility of all members of the church.

C. The Office of the Called Church Worker

1. The office of called church worker (such as Preschool Director or Deaconess, etc.) is the authority conferred upon them by God, through a call of the congregation, to perform the duties of their office in all its parts according to the Word of God and in the needs of the congregation. 11/17/19
2. All the offices flow out of the office of Pastor and serve as an auxiliary to the one pastoral office.
3. Upon being installed a called professional church worker is authorized and obligated: to instruct and train those people under their care diligently and faithfully in the Word of God as contained in the canonical books of the Old and New Testaments and confessed in the Confessional Writings of the Lutheran Church as found in the Book of Concord of 1580, and to base such instructions on the Small Catechism of Dr. Martin Luther; to accord them also a thorough Christian education; to maintain Christian discipline in the church and pre-school, and to this end employ such means as are in accord with the Holy Scripture and within the bounds of Christian reason and justice.
4. Professional church workers are to serve as examples of Christian conduct, to endeavor earnestly to live in brotherly unity with their pastor and their fellow church workers, to work under the supervision of the Pastor, or Parish Administrator or appropriate board.
5. The professional church worker is to do everything possible, by the grace of God, within the sphere of their calling, to promote the church and pre-school for the general advancement of the Kingdom of Christ. To perform such other offices as are in the interest of Christian conduct to the welfare of church and pre-school as have been mutually agreed upon, as circumstances of the congregation may require and as time and ability may permit.
6. Members of the congregation are obligated: to receive the called church worker as servants of the Word; to honor and love them as such; to support their work among us with diligent, faithful assistance and prayer; to render the discharge of their duties pleasant for them by a peaceable conduct and, in every other way, to encourage them by word and deed; to aid them in maintenance of Christian discipline, and love and respect; and to provide for their material needs according to the ability of the congregation.

D. Notification of Calls

1. Following the receipt of a call of any church worker, it shall be announced at the next worship services. It is customary for the called worker to solicit input from the other staff members, as well as the congregation, regarding the worker's ministry at both congregations.
2. When a decision has been reached to decline a call, a simple announcement in the next week's worship bulletin is sufficient. If the decision is to accept the call, a special voters' meeting shall be held to consider a request for peaceful release.

ARTICLE IV OFFICERS OF THE CONGREGATION AND BOARD MEMBERS

A. Elected Officers and Board Members Board of Directors

The Elected officers of this congregation shall be seven (7) members of the Board of Directors.

B. Nominations

1. The Nominating Committee shall be composed of the five (5) members of the congregation, and the Pastor(s).
2. They shall be appointed by the President of the Board of Directors chairman and the Board of Deacons.
3. The Nominations Committee shall be members of Immanuel in good standing who are not currently serving on the Board of Directors or the Board of Deacons.
4. They shall hold their first meeting no later than September 30. 11/17/19

5. Suggested nominations should be requested from the congregation before October 15. 11/17/19
6. The majority of the Nominating Committee shall decide who should be contacted to have their names placed on the ballot.
7. They shall present the proposed ballot for the Annual voters' meeting at least two weeks prior to the elections.

C. Requirements for Nominations

1. Only active communicant members who have reached the age of majority (18) or older may be nominated to serve as an elected board member.
2. Women may be elected to all offices of the congregation, except the Board of Deacons per Synodical guidelines.
3. The qualifications of the candidates for the specific job shall be prayerfully considered.
4. A detailed job description must be carefully explained to the candidate prior to nomination.
5. Before being nominated each candidate must declare a willingness to faithfully carry out all duties of the office if elected.
6. The committee shall endeavor to nominate at least two (2) members for each vacancy.
7. The list of nominees shall be published at least two weeks prior to the election.

D. Election Procedures

1. Additional nominees may be placed on the ballot at the voters' meeting provided the nominee understands and is willing to fulfill the duties of the office to which he has been nominated.
2. Nominations shall cease after a call from the President to close nominations. Balloting shall proceed.
3. After the ballot has been approved, those nominated shall be elected from the ballot by a plurality of vote.
4. The tally will be announced only if requested by one or both of the nominees.

E. Installation of Officers

1. All newly elected officers and board members will be installed in a public worship service on the 1st Sunday in January.
2. All newly elected officers and board members shall attend an orientation session no later than one month after the election.

F. Terms of Office

1. All elective board positions are for a term of two (2) years. 10/14/14
2. No one may be elected to the same office for more than three consecutive terms. 10/14/14
3. In the event of a vacancy of any office, the Board of Directors shall appoint a successor.
4. Those appointed to fill a vacancy shall serve the remainder of the term for which the vacancy was filled, and may be elected to one more consecutive term of office.
5. Terms of office begin on the 1st Sunday in January.

**ARTICLE V
THE BOARD OF DIRECTORS**

A. Personnel

1. The Board of Directors shall be composed of seven (7) members consisting of the President, Vice-President, the Recording Secretary, and four (4) members of the congregation.
2. The Pastor(s), the Parish Administrator, and Treasurer shall be ex-officio members. 11/17/19

B. Duties

The Duties and Responsibilities are to be set for in the Board of Directors Policy Manuel. (See Attached)

1. It shall present its recommendations to the voting membership of the congregation on such matters as: long range planning, adoption of the budget, changes in the Constitution and/or Bylaws, major capital improvements, the sale of the properties and erection of buildings, the calling of pastors or other professional church workers, and cases of church discipline.
2. The Board of Directors shall be empowered to act on all other matters between meetings of the congregation. The board shall also plan the agenda for the congregational meetings.

3. In an extenuating circumstance or emergency (i.e. pandemic), the Board of Directors is authorized to make decisions in the best interest of the congregation. 1/17/21

C. Signing of all loans and legal documents

The President of the Board of Directors and the Treasurer of the Congregation shall sign all loans and legal papers.

ARTICLE VI DUTIES OF OFFICERS

See Board Policy Manuel for officers and duties. 11/17/19

ARTICLE VII ADMINISTRATIVE BOARDS

A. Board of Deacons

The basic objectives of this board are the spiritual welfare of the Pastor(s) and congregation members, individually and corporately. Deacons are "lay ministers" who should be spiritually mature, regular in attendance at worship and Holy Communion, and who demonstrate love for the Word of God by personal attendance at Bible study, mature in personal attitudes, loyal to the congregation and its Pastor(s), "men of prayer" who have a genuine love for people. That the objectives of this group may be carried out, either corporately or through specifically designated individuals.

1. Board objectives:

- a. pray for the Pastor(s) and other spiritual leaders;
- b. encourage the Pastor(s) in his work by word and action;
- c. be concerned about the spiritual, emotional, and physical health and welfare of the Pastor(s) and their families (adequate compensation, housing, free time, vacation, assistance in times of illness, etc.);
- d. assist the Pastor(s) in dealing with difficult cases and in finding peaceful and God-pleasing solutions to personal problems within the congregation;
- e. exercise leadership in gathering Call lists and calling a new Pastor when a vacancy occurs;
- f. maintain discipline within the congregation according to Scripture, the Lutheran Confessions, and the Constitution and Bylaws of the congregation;
- g. set up and supervise a program of visitation of members within each Deacon zone (grief-stricken, illness, new baby, aged, shut-ins, special problems, etc.), utilizing as many assistants for such visitations as may be necessary;
- h. with the Pastor(s), determine eligibility for membership of all individuals and families requesting membership in the congregation according to the Constitution and Bylaws;
- i. work with the Pastor in processing orderly and prompt transfers of all members who move away;
- j. engage in continual review of communion and church attendance of all members and visit delinquent members;
- k. assist the Pastor(s) with scheduling men to help with distribution of Holy Communion when necessary, and any other assigned responsibilities in the worship services;
- l. prepare and submit an annual budget in the form and at the time requested;
- m. provide for assistants, substitute pastors, and guest speakers as needed.

B. Preschool Parent Advisory Board

Immanuel Lutheran Preschool will have a Preschool Parent Advisory Board composed of parents, school staff, and any interested congregation or community members. This group will meet monthly to provide feedback on activities to meet children and family needs. They will also serve as a sounding board for new ideas and services. The board will write, review, and revise policies that direct the operation of the preschool. (taken from the Program Policies, Procedures and Parent Handbook of Immanuel Lutheran Preschool) 11/17/19

C. Endowment Board

See sections V, VI, VII of Endowment Bylaws for Governing Body and Officers, Duties, and Powers. 11/17/19

**ARTICLE VIII
CHURCH DISCIPLINE**

Any member who conducts himself in an unchristian manner shall be admonished according to Matthew 18:15-20. If he refuses to amend his sinful life after proper admonition, he shall be excommunicated. If the member refuses to attend the Congregational meeting to discuss his case, he has thereby excluded himself. A unanimous vote shall be required for every resolution by the congregational meeting for excommunication or self-exclusion.

**ARTICLE IX
FISCAL YEAR**

The fiscal year shall be January 1st through December 31st.

**ARTICLE X
AMENDMENTS**

Amendments and additions to these Bylaws may be presented at any properly called congregational meeting. A majority vote shall suffice to pass an amendment or to make an addition. Any amendment to the Bylaws needs to be published (2) weeks prior to a voters' meeting.