



CONSTITUTION AND BY-LAWS OF THE MANHATTAN BEACH
COMMUNITY CHURCH

PREAMBLE

Now that we are in our second century as a faith community in the South Bay of Los Angeles, we the members of the Manhattan Beach Community Church wish to reaffirm the broad and progressive vision of our spiritual ancestors in the little church on the sand first established and incorporated on April 12, 1906. In keeping with that vision, we hereby reaffirm and declare this Constitution and these By-Laws to preserve and secure the principles of our faith community and to govern the Church in an orderly manner.

**CONSTITUTION OF
THE MANHATTAN BEACH COMMUNITY CHURCH**

ARTICLE I – NAME

The Church shall be called: THE MANHATTAN BEACH COMMUNITY CHURCH.

ARTICLE II – COVENANT

Acknowledging God to be our common spiritual father, and acknowledging Jesus who lived in history to be the clearest revealer of the character and will of God, and respecting the sacredness of each human person as a child of God with capacities for both evil and good, and recognizing the scriptures of the Old and New Testaments as one of the ways God's spirit can speak to us and guide us, we solemnly covenant and agree with each other to associate ourselves for public worship and the advancement of God's kingdom in the world, so that we may be a church which seeks to follow that spirit and way.

We agree:

to maintain a lively interest in the Christian education of our youth and of those of all ages in our fellowship, so they may develop their personal faith as God gives them insight to see;

to be active in service to the community of which we are a part;

to live our personal lives according to the examples we see in Jesus;

to work for the genuine application of the ethical teachings and values of Jesus in all areas of human relationships so that prejudice may be replaced by brotherhood, oppression replaced by freedom, hunger replaced by abundance, illiteracy replaced by education, and wars and fear of war replaced by world peace; and

to maintain and extend lines of fellowship with other churches, associations and denominations, so our oneness in Christ may become a living reality.

ARTICLE III – CHARACTER

The Church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among all churches and it is in fellowship with all churches which seek after God in the spirit of Jesus Christ.

In that spirit, we affirm our Mission and Core Values:

MISSION STATEMENT

We are an inclusive Christian church that equips each generation, through spiritual growth and fellowship, to serve the South Bay.

CORE VALUES

- Being spiritually inclusive and socially accepting
- Being a caring and supportive Christian congregation
- Promoting fellowship through lively, creative and educational activities
- Maintaining continuity by honoring our history and tradition
- Serving those in need in our greater community through grass roots efforts

ARTICLE IV – MEMBERSHIP

Section 1. **QUALIFICATIONS** - Membership consists of such persons who agree to unite in a common effort toward the achievement of the aims and purposes of the Church as described in this Constitution and By-Laws.

Section 2. **APPLICATION** - All those 18 years or older who desire to become members of this Church may apply and be approved and recognized as members by the procedures described in the By-Laws. Minors 13 to 18 years or who will be completing the 8th grade or its equivalent may be received as youth members of the Church, as described in the By-Laws.

Section 3. **DUTIES** - Members are expected to be faithful in all services of this Church, to give regularly for its support and its charities, and to share in its organized work.

Section 4. **RIGHTS** - All members in good standing, as set forth in the By-Laws, may vote and act in all transactions of the Church at large and in such committee and auxiliary duties as prescribed in this Constitution and By-Laws.

ARTICLE V – LEADERSHIP

Section 1. **MINISTER(s)** - A Minister or Ministers chosen and called by the Church as set forth in the By-Laws shall oversee the spiritual life of the Church and guide the members in the fulfillment of the Church's Covenant and Character.

Section 2. LAY LEADERSHIP - The lay leadership chosen at the Annual Meeting of the Church, or as appointed when a vacancy occurs, shall oversee the business and operations of the Church and work with the Minister(s) in guiding the members to fulfill the Church's Covenant and Character. The lay leadership shall consist of the Executive Board, including the Moderators and Clerk, and other boards and committees as set forth in the By-Laws.

ARTICLE VI – AMENDMENTS

This Constitution and By-Laws may be amended following thoughtful consideration and discussion by Church members commensurate with the magnitude, complexity, and significance of the proposed change. Accordingly, the member(s) proposing an amendment should provide additional notice and opportunity for discussion and reflection over and above the minimum requirements which follow, when circumstances indicate the need for same to promote good governance and maintain the spirit of Christian kindness and forbearance.

Section 1. CONSTITUTION – This Constitution may be amended only at an Annual Meeting, of the Church and by a three-fourths vote of the members in good standing present and voting. Proposing an amendment shall be in accordance with the By-Laws and the following:

- (a) The proposed amendment shall be presented to the Church in writing at a special business meeting called for the purpose of discussing the proposed amendment and consensus formation in accordance with the By-Laws and held not less than 45 calendar days before the Annual Meeting; and
- (b) The proposed amendment in final form shall be presented to the Church in writing not less than 30 calendar days before the Annual Meeting. The purpose of the proposed amendment to be voted on shall be announced from the pulpit on the Sunday immediately following the special business meeting; and
- (c) The proposed amendment in final form shall not be subject to any modification from the floor at the time of the Annual Meeting.

Section 2. BY-LAWS – The By-Laws which follow may be amended at an Annual Meeting of the Church, or at a special business meeting called for the purpose of voting to amend the By-Laws, by a two-thirds vote of the members in good standing present and voting. The proposed amendment to the By-Laws shall be presented to the Church in writing not less than 30 calendar days before the time of the vote. Proposing an amendment shall be in accordance with the By-Laws.

**BY-LAWS OF
THE MANHATTAN BEACH COMMUNITY CHURCH**

These By-Laws describe the organizational structure of the Church and provide an orderly process for the governance of the Church and the conduct of its business.

SECTION 1. MEMBERSHIP

1.1 APPLICATION

1.1.1 All those 18 years or older who desire to become members of this Church will apply to the Minister, Associate Minister(s), or the Diaconate Board. Applicants will receive from the Minister or Associate Minister instruction in their duties and obligations under this Constitution, and upon approval by the Minister, Associate Minister, or Diaconate Board of such applications, the applicants will become members upon appearance at a recognition ceremony at a regular worship service of the Church. The Minister may excuse the personal appearance of the applicant in the event of the inability of such person to so appear, and the recognition of such person as a member will be declared in his or her absence.

1.1.2 Minors age 13 to 18 years, or who will be completing the 8th grade or its equivalent within the current academic year, and who have completed a membership instruction course conducted by the Minister, Associate Minister or designee, may be received as youth members of the Church with all rights, privileges, and responsibilities of other members, excepting:

1.1.2.1 Service as a Moderator or Clerk of the Church as defined in the Leadership Section herein;

1.1.2.2 Service as chairperson of any church board as defined in the Boards and Committees Section; however, the chairperson of any official youth organization as determined in the Organizations Section shall be a full voting member of the Executive Board.

1.1.2.3 The right to vote upon any matters directly affecting the finances or property of the Church.

1.1.3 Upon attainment of the age of 18 years, any youth member shall automatically succeed to full membership status.

1.2 DUTIES - Members are expected to be faithful in all services of this Church, to give regularly for its support and its charities, and to share in its organized work. Members who faithfully perform these duties are considered members in good standing.

1.3 TERMINATION AND RESTORATION - Continuance of membership shall be subject to the principles and usages of Article II and Article III of this Constitution and especially as follows:

1.3.1 Any member in good standing who desires a letter of dismissal and recommendation to any other church is entitled to receive upon written request, such a letter. In case of moving to another community, this request should be made promptly. This letter shall be valid as a recommendation for only one year from its date, unless renewed, and this restriction shall be stated in the letter.

1.3.2 After kindly effort to make such action unnecessary, and upon notice of not less than 30 calendar days to the membership as a whole, and to the last known address of the person whose membership is under consideration, the Church may, by vote at a special business meeting, terminate the membership of persons for the space of two years non-resident, or for the same space of time not contributing to its support according to the system prescribed by the Church or in some way satisfactory thereto.

1.3.3 A person whose membership has been terminated may be restored to membership:

1.3.3.1 By vote of the Diaconate Board if termination has been for non-attendance or not contributing to the support of the Church, or voluntary resignation of the member.

1.3.3.2 By vote of the Church if terminated for any reason other than specified immediately above.

1.3.4 Members who wish to withdraw their membership may do so by sending a letter to the Church requesting such action. They may subsequently rejoin pursuant to the Application Section above if they so desire.

SECTION 2. LEADERSHIP

The Church leadership shall consist of its Minister(s) and lay leaders who work together to guide the members in the fulfillment of the Church's Covenant and Character.

2.1 MINISTER - A Minister or Ministers shall be chosen and called by the Church, whenever a vacancy occurs, to guide and oversee the spiritual life of the Church.

2.1.1 A majority vote of the members in good standing present at a properly called special business meeting shall be required to extend a call to a new minister.

2.1.2 Upon acceptance of a call, a new minister shall become a member of the Church.

2.1.3 With the advice and assistance of the lay leadership, the Minister shall:

2.1.3.1 Formulate and administer the program of Church activities and supervise the church staff;

2.1.3.2 Conduct the services of public worship and act in the capacities customarily associated with the position; and

2.1.3.3 Be an ex-officio member of all boards and committees of the Church, and be privileged to attend all meetings of such boards and committees.

2.1.4 A majority vote of the members in good standing present at a properly called special business meeting shall be required to terminate an existing pastoral relationship. Termination of the pastoral relationship shall require a written notice by the Minister or by the Church, given not less than 90 calendar days in advance of the date of separation, unless the requirement of such notice is waived by mutual consent.

2.2 A Moderator, an Associate Moderator and an Assistant Moderator, each to be elected at each Annual Meeting for a one-year term, with no consecutive terms. The Moderator(s) shall provide guidance, coordination and oversight of the lay leadership of the Church and shall work with the Minister(s) to encourage the Church and its members to achieve the Church's Covenant and Character.

2.2.1 The Moderator shall;

2.2.1.1 Preside at the Annual Meeting, called special business meetings and Executive Board meetings;

2.2.1.2 Be an ex-officio member of all Church boards; and

2.2.1.3 Be the official Church representative and may appoint persons to represent the Church as is appropriate.

2.2.2 The Associate Moderator shall assist the Moderator in the performance of the aforementioned duties and preside and appear in the absence of the Moderator.

2.2.3 The Assistant Moderator shall assist both the Moderator and Associate Moderator in the performance of their aforementioned duties and preside and appear in their absence if needed.

2.3 A Clerk to be elected at each Annual Meeting for a one-year term, and shall serve no more than two consecutive terms. The Clerk shall:

2.3.1 Keep a complete record of the transactions of the Annual Meeting, all special business meetings of the Church, and meetings of the Executive Board;

2.3.2 Maintain official Church documents, including but not limited to this Constitution and By-Laws, the Articles of Incorporation, and the Official Church Organizations designated pursuant to the Organizations Section herein, and;

2.3.3 Give a report of the activities of this office at the Annual Meeting.

2.4 Executive Board - to act for, in behalf of, and be responsible to the Church membership with regard to its spiritual welfare and conduct of its business and to oversee all organized activities of the Church.

2.4.1 It shall be the official governing body of the Church and shall be responsible for matters not encompassed by other Boards as well as for integrating activities across the Church's Boards.

2.4.2 It shall consist of the Moderators, the Clerk, chairpersons of Boards specified in the Boards and Committees Section herein, and heads of those Church Organizations determined to be official organizations in the Organizations Section herein.

2.4.3 It shall approve modification of the church budget or extraordinary measures for acquisition of necessary funds during the operating year, acting on the recommendations of the Operations Board, and on the Endowment Fund Committee recommendations in the event of these Boards requesting emergency allocation from the Church's Endowment Fund.

2.4.4 It shall constitute the nominating committee pursuant to the Elections Section herein and shall fill vacancies in lay leadership by appointment during the year, effective until the next Annual Meeting.

2.4.5 Its meetings shall be open to any and all Church members. Members may present items for consideration and participate in discussions, but may not vote.

SECTION 3. BOARDS AND COMMITTEES

3.1 Each of the Boards and Committees hereinafter set forth shall, unless specifically stated otherwise, consist of not more than nine and not fewer than five members, each to be elected at an Annual Meeting and each of whom shall serve for a term of three years.

3.2 The names and the duties of the Boards and Committees are:

- 3.2.1 Christian Education Board - This board shall supervise and administer the Church School and education programs.
- 3.2.2 Youth Ministry Board - This board shall assist and support our youth and provide spiritual, social and service opportunities that will nurture our youth, enabling them to grow toward the image of Jesus. Members shall also include two youth members (one high school student and one middle school student), each to serve for one year, and the Minister to youth.
- 3.2.3 Diaconate Board - This board shall assist and officiate in all matters pertaining to the spiritual welfare of the Church. It shall consist of members as specified above, known as Diaconate Governors, and all past Deacons and Deaconesses. At the completion of a term as Diaconate Governor, each member assumes the title of Deacon or Deaconess with full responsibilities and privileges to participate in Diaconate work. Only Diaconate Governors may vote on Diaconate Board action.
- 3.2.4 Extension Board - This board shall develop and extend our hospitality and welcome to the community we serve, and promote and advance the participation of our members and friends in the life of the Church.
- 3.2.5 Christian Social Action Board - This board shall have such duties as shall be deemed necessary for the application of religious principles to everyday life.
- 3.2.6 Cultural Arts Board - This Board shall provide inspiration, education and cultural enhancement for the Church and community through music and the arts.
- 3.2.7 Theatre Supervision Board - This board shall be responsible for the following church activities:
 - 3.2.7.1 Supervise and schedule the church theatre programs to foster community outreach and involvement.
 - 3.2.7.2 Serve as a forum that reviews and approves all theatrical productions that utilize the community hall.
 - 3.2.7.3 Assure that theatre profits are provided to church charities and ministries, to improve church facilities, and to foster theatre growth.
- 3.2.8 Communications Board - This board, with the approval of the Executive Board, shall develop and implement policies and procedures to secure adequate and positive publicity for the Church and its programs and events and to enable

effective communication among the members, staff, boards and official organizations of the Church.

3.2.9 Operations Board - This board shall be responsible for all business operations of the Church, as described in the Business Operations Section herein. It shall consist of no more than thirteen and no fewer than nine members. To serve on this board, each member shall have previously served on an official board of the Church.

3.2.10 Memorials Committee - This committee shall consist of three members with rotating three year terms. It shall be responsible for acknowledging and recording all specially designated memorial gifts to the Church and for authorizing the disposition and overseeing the prudent management of all such gifts pursuant to the policies established by the Executive Board and Congregation.

3.2.11 Endowment Fund Committee

3.2.11.1 This Committee shall consist of five members, initially appointed by the Executive Board. To serve on this committee, each member shall have previously served as a member of the Operations Board, as a member of the former Finance Board or the former Board of Trustees, or as a Moderator. This committee shall be responsible for acknowledging and recording non-directed gifts to the Church and for authorizing the disposition and overseeing the prudent management of all such gifts pursuant to the policies established by the Executive Board and Congregation.

3.2.11.2 After the initial formation of this Endowment Fund Committee wherein: two of the original members shall serve for a term of three years, two of the original members shall serve for a term of two years, and one original member shall serve for a term of one year, the Congregation shall elect at each Annual Meeting the necessary number of members to three year terms to complete the Committee. No member shall serve more than two consecutive terms. After a lapse of one year, former members of the Committee may be re-elected.

3.2.11.3 The Minister(s), the Church Treasurer, and the Moderator shall be advisory, non-voting members of the Endowment Fund Committee. The Endowment Fund Committee is also authorized to request other members of the Congregation to serve as advisory members.

3.3 Additional committees or sub-committees may be appointed by the Moderator. Creation of major, permanent standing committees requires action by the Executive Board. Creation of such committees or subcommittees may be requested by the membership,

boards, or other organizations of the Church.

3.4 Operating Rules

- 3.4.1 After the Annual Meeting, each board shall elect its own chairperson, who shall serve no more than two consecutive terms in that capacity.
- 3.4.2 At the end of each year each board and official Church Organization shall file with the Moderator a report of its activities for the year. This report shall be included in the Annual Report for presentation at the Annual Meeting.
- 3.4.3 The Moderator, Associate Moderator, Assistant Moderator, Clerk, each board chair and each official Church Organization shall have one vote on questions brought before the Executive Board. Only those attending Executive Board meetings may vote.
- 3.4.4 Lay leadership, including the Executive Board, Moderators, Clerk, board members, and heads of official Church Organizations must be a member of the church, and may hold only one such position at any one time.
- 3.4.5 Members of boards and permanent standing committees may serve no more than two consecutive terms on the same board.

SECTION 4. BUSINESS OPERATIONS

- 4.1 The Operations Board shall hold in trust the property of the Church and manage its business affairs under the direction of the Executive Board.
- 4.2 The Operations Board shall be responsible for the actual care and business management of all Church property.
 - 4.2.1 This responsibility includes the determination of capital repairs, improvement, and extension of Church real property for which capital funds are available, and in extraordinary circumstances, securing resources from other funds.
 - 4.2.2 The Operations Board shall have the power to buy, sell, mortgage, lease, or transfer any real property only upon a specific vote of the Church at an Annual Meeting or a special business meeting authorizing such action.
- 4.3 The Operations Board shall oversee the finances and stewardship of the Church and recommend required actions to maintain the Church's financial health. It shall:
 - 4.3.1 Prepare a Church budget which, when approved by the members at an Annual

Meeting, will express the financial intention of the Church;

4.3.2 Oversee the Church Treasurer for disbursements of all monies due in accordance with the approved budget for each year. It shall audit the records of the Church Treasurer;

4.3.3 Provide monthly financial reports to the Executive Board and shall communicate financial status, including operating expense and financial balance reports, to the Members on a quarterly basis; and

4.3.4 Secure and collect pledges for the support of the Church.

4.4 In matters of Church business, financial, and legal management, it shall be the controlling agency for all Church boards and organizations (except for standing committees directly supervised by the Executive Board) subject to the freedom of these organizations to act and commit resources within their respective authority and approved budgets.

4.5 The Operations Board shall determine the salaried positions necessary for conduct of the Church's mission, prepare the related job descriptions, and establish the appropriate salary ranges.

4.5.1 It shall represent the Church in all business and legal matters dealing with employee/employer relationships.

4.5.2 It shall be the sole authority to employ and terminate all paid employees of the Church excluding the ministerial staff.

4.5.3 No commitments regarding salary, vacations, sick leaves, benefits, or other financial aspects of employment, shall be made to any prospective or existing employee, including the ministerial staff, except by the Operations Board.

4.6 A Church Treasurer shall be employed by the Operations Board on behalf of the Church. The Church Treasurer shall:

4.6.1 Take charge of all Church operating expense collections and keep an accurate account of same. Similarly, under the direction of responsible boards and standing committees, maintain separate accounts holding related special assets;

4.6.2 Pay all current expense bills and fund transfers authorized by the annual budget or by specific direction of the Operations Board; similarly, make money transfers and pay bills from special fund accounts as directed by the responsible boards and standing committees;

- 4.6.3 Provide monthly operating expense and financial balance sheet reports to the Operations Board and Executive Board and special fund activity reports to the boards and standing committees responsible for such special fund management.
- 4.6.4 Prepare an annual detailed written report of operating expense receipts and disbursements audited by the Operations Board.

SECTION 5. ORGANIZATIONS

The Church regards as integral parts of itself all organizations formed for the purpose of administration and which use the Church's facilities. Of all such organizations, the Minister(s) shall have the pastoral oversight and the Executive Board general oversight, and the Church will require a report from each at its Annual Meeting and at the regular meetings of the Executive Board. Designation of the Official Church Organizations shall be made and amended as needed by the Executive Board. A copy shall be attached to this Constitution and By-Laws for reference only.

SECTION 6. MEETINGS

6.1 For Worship

- 6.1.1 Public services shall be held on Sundays and on such days of the week as seem desirable.
- 6.1.2 Communion shall be celebrated at such regular dates as the Diaconate Board from time to time may determine.
- 6.1.3 Occasional religious meetings may be held at the discretion of the Minister or by vote of the members at an Annual Meeting or special business meeting described below.

6.2 For Business

- 6.2.1 At any of the regular meetings for worship the Church may, without special notice, act upon the appointment of delegates to councils and conferences of churches, but not upon other business.
- 6.2.2 The Minister may, and shall when requested by the Executive Board, call from the pulpit special business meetings. Special business meetings of the Church shall also be called by the Moderator upon the written application signed by 20 adult members in good standing specifying the purpose thereof.

- 6.2.2.1 The call shall be read at the public worship service on a Sunday before the scheduled day of such meeting by either the Minister or the Moderator. The call shall include the date, time, location and purpose of the meeting.
- 6.2.2.2 No special business meeting shall be held on the same day on which it is called.
- 6.2.2.3 Special business meetings shall be limited to the purpose for which they were called.
- 6.2.3 The Annual Meeting of the Church shall be held in February, at which time the annual reports of the Moderators, Clerk, boards, organizations, and committees shall be presented and lay leadership elected, the budget shall be adopted, and such other business transacted as may be specified in the notice of the Annual Meeting or as authorized by this Constitution or By-Laws. The exact time, place, and organization of this meeting shall be determined by the Executive Board.
- 6.2.4 At the Annual Meeting and at all special business meetings, 50 members in good standing shall be necessary to constitute a quorum for the transaction of business. Only members in good standing and present at the meeting may vote.
- 6.2.5 Executive Board meetings shall be called by the Moderator approximately once each month. Two-thirds of the board shall constitute a quorum for the transaction of business at such a meeting.
- 6.3 Annual and special business meetings of the Church, as well as Executive Board meetings, shall be governed by Robert's Rules of Order, Revised, insofar as they do not conflict with the rules of the Church.

SECTION 7. ELECTIONS

- 7.1 The Executive Board shall serve as the nominating committee for lay leadership. Not less than 30 calendar days before the date of the Annual Meeting, the Executive Board shall meet for the purpose of preparing its report as a nominating committee and shall report at the Annual Meeting its nominations for lay leadership positions as provided by this Constitution and the By-Laws.
- 7.2 Following the report of the nominating committee, nominations from the floor shall be called for and any additional names be added to the ballot.
- 7.3 Only members in good standing and present may be allowed to vote.
- 7.4 The newly elected lay leadership shall assume their duties immediately following the

Annual Meeting. Yearly terms of lay leadership shall be from one Annual Meeting to the next Annual Meeting.

SECTION 8. DISCIPLINE

- 8.1 Should any unhappy differences arise between members, the aggrieved member shall follow in a tender spirit the rules given by our Lord in the 18th Chapter of the Gospel according to Matthew.
- 8.2 Should any case of gross breach of covenant, or of public scandal occur, the Executive Board shall endeavor to remove the offense, and if such efforts fail, shall report the case to the Church.
- 8.3 If the Church votes to entertain a complaint, which shall be made in writing, it shall appoint a reasonable time (not to exceed 10 days from vote) to entertain a complaint and place of hearing and notify the person in question thereof, furnishing the person with a copy of the charge.
- 8.4 At such hearing, the accused may call for aid any member of the Church as counsel. If the accused is not present at the time appointed or does not give satisfactory reason for neglecting to do so, the Church may proceed in the accused's absence.
- 8.5 All proceedings should be pervaded by a spirit of Christian kindness and forbearance, but should an adverse decision be reached, the Church may proceed to admonish or to declare the offender to be no longer in the membership of the Church.
- 8.6 In case of grave difficulty, the Church will be ready if requested, to ask advice of a mutual counsel.

SECTION 9. AMENDMENTS

- 9.1 The Constitution and/or By-Laws may be amended by vote as set forth in the Constitution.
- 9.2 To provide for thoughtful consideration and discussion by Church members commensurate with the magnitude, complexity, and significance of the proposed change, the amendment process shall include, as a minimum, the following:
 - 9.2.1 Presentation to the Church in writing of the proposed amendment;
 - 9.2.2 A special business meeting called for the purpose of discussing the proposed amendment and consensus formation;

9.2.3 Following discussion at the special business meeting, presentation to the Church in writing of the proposed amendment as updated in final form; and

9.2.4 The Church meeting to vote on the proposed amendment.

9.3 Constitution – To amend the Constitution:

9.3.1 Member(s) in good standing proposing an amendment shall submit the proposed amendment to the Clerk in writing.

9.3.2 A special business meeting shall be called for the purpose of discussing the proposed amendment and consensus formation.

9.3.2.1 The special business meeting shall be held not less than 45 calendar days before the Annual Meeting.

9.3.2.2 The call for the special business meeting shall be given in accordance with the By-Laws and shall be not less than 15 calendar days before the scheduled date of this special business meeting.

9.3.2.3 The proposed amendment shall be presented to the Church in writing not less than 30 calendar days before the scheduled date of this special business meeting.

9.3.2.4 No vote shall be taken to amend the Constitution at this meeting for discussion and consensus formation.

9.3.3 The purpose of the proposed amendment shall be announced from the pulpit on the Sunday immediately following the special business meeting for discussion and consensus formation.

9.3.4 The proposed amendment shall be updated following the special business meeting for discussion and consensus formation and submitted in final form to the Clerk in writing.

9.3.5 The proposed amendment in final form shall be presented to the Church in writing not less than 30 calendar days before the Annual Meeting.

9.3.6 The proposed amendment in final form shall not be subject to any modification from the floor at the time of the Annual Meeting.

9.4 By-Laws - A proposed amendment to the By-Laws may be put to a vote at the Annual Meeting or at a special business meeting called for the purpose of voting to amend the

By-Laws. To amend the By-Laws:

- 9.4.1 Member(s) in good standing proposing an amendment shall submit the proposed amendment to the Clerk in writing.
- 9.4.2 A special business meeting shall be called for the purpose of discussing the proposed amendment and consensus formation.
 - 9.4.2.1 The call for the special business meeting shall be given in accordance with the By-Laws and shall be not less than 15 calendar days before the scheduled date of the meeting.
 - 9.4.2.2 The proposed amendment shall be presented to the Church in writing not less than 30 calendar days before the special business meeting.
 - 9.4.2.3 No vote shall be taken to amend the By-Laws at this meeting for discussion and consensus formation.
- 9.4.3 The purpose of the proposed amendment shall be announced from the pulpit on the Sunday immediately following the special business meeting for discussion and consensus formation.
- 9.4.4 The proposed amendment shall be updated following the special business meeting for discussion and consensus formation and submitted in final form to the Clerk in writing.
- 9.4.5 The proposed amendment in final form shall be presented to the Church in writing not less than 30 calendar days before the meeting set for the vote, which may be:
 - 9.4.5.1 The Annual Meeting, or
 - 9.4.5.2 A special business meeting called for the purpose of voting to amend the By-Laws. The call for this meeting to vote on the proposed amendment shall be given in accordance with the By-Laws and shall be not less than 15 calendar days before the scheduled date of the meeting.
- 9.4.6 The proposed amendment shall not be subject to any modification from the floor at the time of the Annual Meeting or special business meeting at which it is put to a vote.
- 9.5 Notwithstanding the minimum requirements above, additional notice and opportunity for discussion should be provided when circumstances indicate the need for same to promote good governance and maintain the spirit of Christian kindness and forbearance.

9.6 The requirement in the Constitution and/or By-Laws “to be presented to the Church in writing” or that an amendment “shall be presented to the Church in writing” shall be met by timely publishing the proposed amendment on the Church website, and by timely using one or more of the following methods: 1) making printed copies in sufficient number available in the Church office during regular business hours; 2) reading the amendment from the pulpit at the regular worship service; 3) providing an insert of the proposed amendment in the regular worship service bulletin; or 4) publishing the proposed amendment in a regularly distributed Church publication.

SECTION 10. CORPORATE STRUCTURE AND GOVERNANCE

10.1 The Church has been and continues to be a religious corporation as defined in Section 501(c)(3) of the Revenue Code and California Corporations Code section 9330 et seq. The Church will take those actions necessary to assure that the protections, privileges, and restraints of these statutes continue to apply to its operations. No substantial part of the Church's operations shall involve influencing legislation, nor shall the Church directly participate in or contribute to any campaigns for political office.

10.2 The Church operates in accordance with the California Corporations Code sections 9110 et seq. as follows:

10.2.1 The Executive Board shall be the Board of Directors of the Corporation.

10.2.2 The Moderator shall be the Chair of the Board.

10.2.3 The Clerk shall be the Secretary of the Corporation.

10.2.4 The Chair of the Operations Board shall be the Chief Financial Officer and Treasurer of the Corporation.

10.3 The three trustees identified in the Articles of Incorporation shall be the Moderator, Clerk, and Chair of the Operations Board.

APPENDIX TO THE CONSTITUTION & BY-LAWS
REVISION HISTORY

Adopted at Founding of the Church, December 5, 1905.

Amended September 23, 1931.

Amended January 14, 1953.

Amended January 26, 1955.

Amended January 25, 1961.

Amended January 25, 1966.

Amended January 31, 1967.

Amended January 30, 1968.

Amended January 29, 1969.

Amended January 24, 1978.

Amended February 4, 1986.

Amended February 2, 1993.

Amended February 8, 1994.

Amended April 30, 2006.

- Article V: Separate Memorials and Planned Giving Committee into separate standing committees: Memorials Committee and Endowment Fund Committee

Amended March 11, 2012.

- Add Preface, Mission, Core Values
- Articles V, VI: Create Operations Board, combining the Board of Trustees and the Finance Board

Amended February 9, 2014.

- Article V, Section 14: Treasurer to present quarterly financial reports to the Operations Board, to be communicated to membership in a timely manner

Amended February 8, 2015.

- Separate Constitution and By-Laws; update section numbering and names accordingly
- Incorporate Mission Statement and Core Values in Constitution
- Clarify amendment process
- Clarify language, improve consistency

Amended February 21, 2016.

- Bylaws section 3.2.6 revised to replace the Music Board with Cultural Arts Board.
- Bylaws section 3.4.3 revised to restore Executive Board vote to Associate Moderator and Assistant Moderator.

OFFICIAL CHURCH ORGANIZATIONS

The Official Church Organizations as approved by the Executive Board pursuant to the Organizations Section of the By Laws are:

Shipmates;

Mariners;

Adult Discussion Group;

Women's Fellowship;

Visiting Friends;

Adult Choir [approved September 22, 2015, effective February 21, 2016.]