

## I. BY-LAWS

### FIRST CHRISTIAN CHURCH OF PLANO

(Disciples of Christ)

1501 Avenue H, Plano, TX 75074

P.O. Box 860035, Plano, TX 75086-0035

(972) 423-3260

### ARTICLE I. NAME, PURPOSE, AND MEMBERSHIP

#### Section A. Name and Affiliation

The name of this corporation shall be First Christian Church (Disciples of Christ)" of Plano, Texas. It is a corporation (here after referred to as a congregation or church) affiliated with the denomination known as "The Christian Church (Disciples of Christ),' with General Offices located in Indianapolis, Indiana; with "The Christian Church (Disciples of Christ) in the Southwest, " with offices in Fort Worth, Texas; and with the "North Texas Area of Christian Churches (Disciples of Christ) in the Southwest," with offices in Dallas, Texas.

#### Section B. Purpose

The purpose of this church shall be as revealed in the New Testament: to win people to faith in Jesus Christ, and commit them actively to the church; to help them grow in the grace and knowledge of Christ, that increasingly they may know and do His will; and to work for the unity of all Christians, and with them to engage in the common task of building the Kingdom of God.

#### Section C. Membership

The membership of this church shall consist of those now identified as members of this congregation, and those who shall unite with it by baptism or by transfer of membership. Voting privileges shall be according to all members who have shown active interest through recent continuity of attendance, service, or giving.

### ARTICLE II. BOARD OF DIRECTORS

Section A. Titles-Time of Election and Terms of Office the following Board of Directors shall be elected by the church at its September congregational meeting for a term as designated:

1. Elders - not to exceed nine in number, one third of whom shall be elected each year for a term of three years.

2. Deacons - not to exceed eighteen in number, one half of whom shall be elected each year for a term of two years.
3. Trustees - not to exceed three in number, one third of whom to be elected each year for a term of three years. This person can be an elder, deacon, or a member of the congregation who is not otherwise a member. of the Board. A member may serve as trustee and, elder or deacon, concurrently or nonconcurrently.

#### Section B. Procedures for Election

1. A nominating committee to serve for 1 year composed of: one elder, and one deacon, whose terms do not expire at the end of the current year; and three members of the congregation who are not members of the Board of Directors, shall be appointed by the elders of the church and shall be approved by the church board at the July meeting.
2. All suggestions from the congregation for nominees shall be in the hands of the nominating committee at least thirty days prior to the September board meeting. The committee shall then consider qualifications, secure consent from the nominees, and then prepare a slate of nominees with the broadest representation of congregation membership. There is no requirement to fill all possible positions.
3. The nominating committee shall report its nominations to the Board at the September board meeting. Upon Board concurrence that the nominating committee successfully prepared the slate of nominees, the Board presents the slate to the congregation at the September congregational meeting. Nominations may then be made from the floor, provided that written consent of the nominees has been secured.
4. All nominees who receive a majority of the votes cast by secret ballot shall be declared elected.
5. The nominating committee shall determine the practicability of filling vacancies in the Board of Directors. If the unexpired term is for less than one year, the vacancy shall be filled by the Board. If the unexpired term is for one year or more, the vacancy shall be filled in the manner prescribed for a regular election.

### **ARTICLE III. OFFICERS OF THE BOARD OF DIRECTORS**

#### Section A. Composition and Duties

1. The Board of Directors shall be composed of the elected board members of the church.
2. The Board of Directors shall fulfill the following duties:

- a. consideration and recommendation to the congregation of general policies;
  - b. transaction of business;
  - c. administration of the program of the church through the designated functional committees (see Administrative Procedures, III).
3. The Board of Directors shall perform its duties according to the authority granted in this document or as designated to it by the church. Regular reports of the Board's actions shall be made to the church through appropriate channels.

### Section B. Organization

The newly elected board members shall meet with the current board at its October meeting. At the beginning of the meeting, the board shall meet, and organize itself in the following manner. Nominations for officers of the board shall be made by a committee appointed by the out-going chairman of the board, in consultation with the senior minister. This committee, appointed at the August Board meeting, shall be composed of one elder, two deacons from the existing Board, and the senior minister. The committee shall present a slate of nominees to the new board for vote. Additional nominations may then be made from the floor, provided that consent of the nominees has been secured. These nominations shall be as follows:

1. Chairman - for a term of one year.
2. Vice-Chairman - for a term of one year.
3. Secretary - for a term of one year.
4. Treasurer - for a term of one year. This person can be an elder, deacon, or a member of the congregation who is not an elected member of the Board. This person will automatically become a voting member of the Board of Directors.
5. A parliamentarian shall be appointed by the chairman of the board, and then shall be approved by the board, to serve for a term of one year. This person can be an elder, deacon, or a member of the congregation who is not an elected member of the Board. This person will automatically become a voting member of the Board of Directors.

### Section C. Duties of Officers of the Board of Directors

1. The chairman shall: fulfill the usual duties of such an officer; call and preside at all regular or special business meetings of the congregation and of the Board of Directors.

2. The vice-chairman shall: fulfill the usual duties of such an officer; call and preside at all regular or special business meetings of the congregation and of the Board of Directors in the absence of the chairman.
3. The secretary shall: keep minutes of all regular or special business meetings of the congregation and of the Board of Directors; shall provide a copy of the minutes of the Board meetings to be available to the congregation through the church office; perform such duties as may be assigned.
4. The treasurer shall: receive and record all funds, depositing them in the proper church accounts; keep an individual account of each contributor; send out statements as directed by the Board of Directors; disburse all funds of the church according to the authority designated to the treasurer; serve as a member of the stewardship committee; present a financial report at each regular meeting of the Board of Directors, and an annual financial report to the congregation.
5. The parliamentarian shall: assist other officers in conducting meetings according to parliamentary procedure; have in possession a copy of Robert's Rules of Order; interpret the By-Laws and Administrative Procedures when necessary or requested.

#### **ARTICLE IV. THE SENIOR MINISTER**

##### Section A. Duties of the Senior Minister

The senior minister of the church shall perform the duties which usually pertain to that office. As spiritual administrator of the church the senior minister shall be an ex-officio member of all organized groups, auxiliaries, and committees. The senior minister shall work closely with the pastoral relations committee, composed of the elders of the church.

##### Section B. Selection of the Senior Minister

The senior minister shall be chosen by the church in the following manner:

1. A representative committee of five people, nominated by the elders of the church, and elected by the Board of Directors, shall serve as the Ministerial Search committee, and shall be responsible for recommending a prospective minister to the Board of Directors.
2. The Board of Directors shall consider the recommendation of the Ministerial Search committee, and the recommended minister, if approved by the Board of Directors, shall be recommended to the congregation. It shall be the policy of the church to consider only one prospective minister at a time.

3. The recommendation of the Board of Directors must be accepted by at least two-thirds majority of the church present and voting in a regular or special business meeting of the congregation, before a call may be extended to a prospective minister.
4. The term of ministry shall be for an indefinite period and may be terminated by either party upon sixty days notice. A written statement setting forth the salary to be paid and other conditions of the call shall be made in duplicate, one copy for the minister, and one for the Board of Directors.
5. A pastoral relations committee, composed of the elders of the church, shall meet as needed with the senior minister, in order to discuss job description and Performance, and in order to communicate the feelings of the congregation. An annual review of the senior minister's salary will be undertaken by this committee.

## **ARTICLE V. MEETINGS**

### Section A. The Church Shall Hold:

1. A congregational meeting during the month of September at which the election of members of the Board of Directors shall be held.
2. A congregational meeting within the last three months of the church fiscal year, at which the treasurer's annual financial report shall be given, and the annual budget of the church for the coming fiscal year shall be approved.
3. Special congregational meetings as required. Such meetings are called by the church board, or upon a written petition of at least 25% of the members of the church, as determined by the average worship attendance published in the Year Book & Directory of the Christian Church (Disciples of Christ) for the preceding year.

### Section B. Notice of Meetings

Notice of all regular or special meetings of the congregation shall be given at regular Sunday services of the church for at least two weeks in advance of the meetings.

### Section C. Rules of Order

All business meetings of the church and of the Board of Directors shall be governed by Robert's Rules of Order Modern Edition (Berkley edition / August 1989 or more recent).

## **ARTICLE VI. AMENDMENTS**

These By-Laws may be amended at any business meeting of the church by a two-thirds majority vote of the members present and voting on the amendment, provided that written notice of the proposed amendment has been read at the regular Sunday services, or made available in writing for -at least two weeks before the vote is taken; and provided that those amendments have been previously approved by a two-thirds vote of the members of the Board of Directors present and voting in either a regular or special meeting.

Approved by the Congregation November 5, 1995  
Revised January 15, 1996

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### Memorandum

**Date:** November 6, 2000  
**To:** Board of Directors, First Christian Church  
**From:** By-Laws and Administrative Procedures Review Committee  
**Subject:** Recommended Changes to the By-Laws and Administrative Procedures

**By-Laws:**

Based on the recommendation of the Nominating Committee that the Nominating Committee be appointed earlier in the year in order to have time to get to know the people they are considering nominating, the committee recommends the following change:

From:

Article 11.B.1. A nominating committee to serve for 1 year composed of: one elder, and one deacon, whose terms do not expire at the end of the current year; and three members of the congregation who are not members of the Board of Directors, shall be appointed by the elders of the church and shall be approved by the church board at the July meeting.

To:

Article 11.B.1. A nominating committee to serve for 1 year composed of: one elder, and one deacon, whose terms do not expire at the end of the current year;

and three members of the congregation who are not members of the Board of Directors, shall be appointed by the elders of the church and shall be approved by the church board at the March meeting.

Administrative Procedures:

1. Associate Ministers

This change reflects the move of the responsibility of personnel decisions and policies affecting the Associate Ministers being moved from the Personnel Committee to the Elders.

From:

Article IV.C. A Personnel Committee composed of one (1) elder, one (1) deacon, and three (3) individuals who may members of the Board of Directors or the church at large, appointed by the Chairman of the Board to serve staggered two year terms. The elder and two individuals shall initially be appointed for a two year term beginning July 1, 1999; and thereafter for two year terms. Terms shall run from July 1-June 30. The Senior Minister shall serve as an ex-officio member (no vote) of the Personnel Committee. The Personnel Committee shall be responsible for personnel decisions and policies affecting salaried and contracted employees except that of the Senior Minister with the approval of the Board of Directors.

To:

Article N.C. A Personnel Committee composed of one (1) elder, one (1) deacon, and three (3) individuals who may members of the Board of Directors or the church at large, appointed by the Chairman of the Board to serve staggered two year terms. The elder and two individuals shall initially be appointed for a two year term beginning July 1, 1999; and thereafter for two year terms. Terms shall run from July 1-June 30. The Senior Minister shall serve as an ex-officio member (no vote) of the Personnel Committee. The Personnel Committee shall be responsible for personnel decisions and policies affecting salaried and contracted employees except that of the Senior Minister and Associate Ministers with the approval of the Board of Directors.

**II. Adult Sunday School Superintend**

This change to the Administrative Procedures allows for the Inclusion of an Adult Sunday School Superintendent. This is a change recommended by the Education Committee.

From:

Article III.E.2.c. To select and recommend to the Board of Directors in January of each year a Sunday School Superintendent.

To:

Article III.E.2.c. To select and recommend to the Board of Directors in January of each year an Adults' Sunday School Superintendent and a Children's Sunday School Superintendent. The Adults' Sunday School Superintendent is responsible for all classes with members 18 years and older or has graduated high school. The Children's Sunday School Superintendent is responsible for all classes with members who are under 18 years of age and are in high school or below. They are to coordinate the assignment of class rooms. The Superintendents are also responsible, with the help of the ministers, for the suggestion and review of class curriculum for each of their classes. The education committee may assign other responsibilities pertaining to Sunday School to the Superintendents.

1. The Board of Directors shall consider the recommendation of the Ministerial Search committee, and the recommended minister, if approved by the Board of Directors, shall be recommended to the congregation. It shall be the policy of the church to consider only one prospective minister at a time.
2. The recommendation of the Board of Directors must be accepted by at least two-thirds majority of the church present and voting in a regular or special business meeting of the congregation, before a call may be extended to a prospective minister.
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