



Evangelical Lutheran Church in America

God's work. Our hands.

PROPOSED BYLAWS

FOR

IMMANUEL EVANGELICAL LUTHERAN CHURCH COMPTON, IL

reviewed and recommended by Council – November 14, 2019
to be voted on by congregation at the 2021 annual meeting
following ratification of the new constitution

Chapter 10 – Congregation Meeting

- B10.01 The annual meeting of this congregation shall be scheduled prior to the conclusion of January unless weather related cancellations or extenuating circumstances dictate otherwise.
- B10.03 Notice of the annual meeting and other congregational meetings shall...
- ... be made verbally in worship and in weekly publications, such as bulletins, a minimum of two Sundays prior to the meeting date.
 - ... be offered via post and/or electronic communication no less than two weeks prior to the scheduled meeting date.

Chapter 11 - Officers

B11.01 Duties of Congregational Officers

- a. President
 1. Preside over and prepare an agenda for the monthly council meetings
 2. Serve as signee and cosigner of checks as stipulated by the congregation's accounting practices
 3. Preside over and prepare agendas for the annual and special meetings of the congregation
- b. Vice President
 1. In the absence of the president, shall preside over and prepare an agenda for the monthly council meetings
 2. Serve as signee and cosigner of checks as stipulated by the congregation's accounting practices
 3. In the absence of the president, shall preside over and prepare agendas for the annual and special meetings of the congregation
 4. When possible, serve as one of the voting members at the annual Northern Illinois Synod Assembly
- c. Secretary
 1. Shall take minutes at the monthly council meetings and at the annual and special meetings of the congregation
 2. After the minutes have been reviewed and approved, shall report and archive them in accordance with the current record keeping procedures of the congregation
 3. At the direction of the president and council, shall report pertinent information for publication in the congregation's newsletter
 4. Shall provide written confirmation of the council's actions when needed for the ongoing business of the congregation (i.e. a signed, written affirmation of officer elections for the bank, for the purpose of changing signatures on accounts)

- d. Treasurer
 - 1. Shall review and oversee all funds of the congregation
 - 2. Shall communicate regularly with any paid financial employees, such as the Financial Secretary and Bookkeeper, to assure proper accounting and use of funds in accordance with the decisions of the congregation and/or Church Council
 - 3. Shall offer monthly reports of the accounts of the congregation at the council meetings
 - 4. Serve as signee and cosigner of checks as stipulated by the congregation's accounting practices

Chapter 12 – Congregation Council

B12.01 Size and Make-Up of the Council

- a. The council shall be made up of seven voting members of the congregation plus the pastor(s)
- b. The seven lay members of the council shall be chosen as follows:
 - 1. Six chosen by vote at the annual meeting (three each year)
 - 2. One chosen by the LYO from its active members

B12.05 Council Financial Responsibilities

- a. The church council may enter into contracts of up to \$15,000 for items not included in the budget, according to C12.05c, without consulting the congregation.

Chapter 13 – Congregation Committees

B13.02 Nominating Committee

- a. A nominating committee will be made up of the outgoing members of the congregation council and two voting members of the congregation who are not members of the council.
- b. The non-council members of the committee shall be elected at the annual meeting of the congregation.
- c. The nominating committee will secure nominees for the congregation council and the standing committees as defined in the constitution and bylaws of the congregation to be presented at the annual meeting.

B13.03 Audit Committee

- a. An audit committee of three voting members shall be elected by the congregation council.
- b. Audit committee members shall not be members of the council.
- c. Term on the committee shall be three years, with one member elected each year.
- d. Members shall not be eligible for reelection in consecutive years.

Chapter 20 – Parish Authorization

B20.01 The congregation agrees to be part of the Heart of Illinois Lutheran Parish and will record the agreed upon Parish Covenant as a Continuing Resolution.