

CONSTITUTION AND BY-LAWS
OF THE
FIRST CONGREGATIONAL CHURCH
UNITED CHURCH OF CHRIST
CHAPPAQUA, NEW YORK

As Ratified by the Congregation at its Annual Meeting

January 27, 2019

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THE CONSTITUTION

ARTICLE I – NAME

The corporate name of this Church is THE FIRST CONGREGATIONAL CHURCH OF CHAPPAQUA, NEW YORK.

This Church, legally incorporated in Westchester County under religious laws of the State of New York, July 5, 1912, adopted a corporate seal, on which are inscribed the words, "First Congregational Church of Chappaqua, 1912."

ARTICLE II – COVENANT AND MISSION

A. This Church adopts the following principles as expressive of its faith and doctrinal attitude:

1. In God as the Creator of us all.
2. In Jesus Christ as Lord and Savior who has revealed to us the way to reach God and to be in harmony with Christ.
3. In the Holy Bible as containing those principles from which our rules of faith and practice come.
4. In the freedom of the individual conscience and of the interpretation of religious truth.
5. In the Church as an institution for the enrichment of Christian life and for the promotion of Christ's ideal of justice, peace and love.

B. This is a free Protestant Christian Church whose members are bound together, not by an inflexible creed, but by a covenant in which they express their loyalty to Jesus Christ and their mutual purpose to follow Christ in a life of love for God and their fellow human beings.

C. The Original Covenant of First Congregational Church based on the Statement of Faith by the National Council of Congregational Churches, adopted in 1912, is: "Believing in Jesus Christ as our Redeemer and Lord, trusting in His revelation of the loving Heavenly Father, acknowledging our dependence on the Holy Spirit, we covenant with each other to worship and work together as loyal disciples of Jesus, to live among our fellow men a life of righteousness and brotherly love, and to do all within our power to promote the reign of God's will in all human relations."

D. The mission of this Church is to bind together followers of Jesus Christ, sharing in the worship of God, and in making God's will dominant in the lives of people, individually and collectively, especially as that will is set forth in the life, teachings, death and resurrection of Jesus Christ.

E. This Church is part of the Church Universal and as such is in sympathy and fellowship with all churches of Jesus Christ, recognizing Christ as Lord and Master, and acknowledging the authority of Christ's teachings and spirit.

F. This Church acknowledges its spiritual union with the Church in all lands and times. It will therefore joyfully seek to extend Christian fellowship and to cooperate with other churches and religious organizations that serve the ends for which this Church exists. To further describe our Church, the congregation adopted the following mission statement at the Annual Meeting on January 24, 2016:

“With open hands and open hearts, we care for each other and the wider world through prayer, connections and compassion. We are compelled by our faith to follow in the path of Jesus Christ, by both listening to and spreading God’s love to all people.”

G. This Church, at its Annual Meeting on January 27, 2013, adopted the following Open and Affirming Statement:

Jesus said: “Come to me, all you that are weary and are carrying heavy burdens, and I will give you rest.” (Matthew 11:28)

Paul wrote: “There is no longer Jew or Greek, there is no longer slave or free, there is no longer male or female; for all of you are one in Christ Jesus.” (Galatians 3:28)

Mindful of scripture and our mission to be a caring community, we acknowledge, accept and affirm that all people are equal children of God and that we welcome into the worship, work and fellowship of this congregation all people.

People of every race and mixture of races.

People of every ethnic background and nationality.

People who are lesbian, gay, bisexual, transgender or straight.

People in any economic situation.

People, regardless of physical or mental prowess or limitation.

Trusting in God’s grace and with the hope of guidance from the Holy Spirit, we commit ourselves to strive to fulfill this affirmation.

ARTICLE III – POLITY AND DENOMINATIONAL AFFILIATION

The government and polity of this Church is Congregational in form and spirit, and it is a part of "The United Church of Christ" and in sympathy and fellowship with all "Congregational" and "Congregational-Christian Churches."

This Church is in direct fellowship with and holds membership in an Association of the New York Conference, and the General Synod of the United Church of Christ. It is related to the World Council of Churches, as well as the New York State and National Councils.

The government of this Church under Jesus Christ is vested in its members, who exercise the right of control in all its affairs, subject in legal matters to the Articles of Incorporation granted it by the State of New York. The Church assumes, therefore, under Jesus Christ, the sole responsibility for its own actions and the control of its own affairs.

THE BY-LAWS

ARTICLE I – MEMBERSHIP

A. Qualifications

This Church will welcome into its membership any person who believes in the principles set forth in the Constitution concerning faith and doctrinal attitude.

B. Conditions

The membership of the Church shall consist of:

1. Those who present satisfactory letters of transfer from other churches.
2. Those who become members by reaffirmation of faith.
3. Those who become members by confession of faith and baptism. Baptism shall not be required if the prospective member has been previously baptized.

C. Reception

New members may be received into the Church at any worship service.

D. Membership

1. Membership at First Congregational Church shall continue from the time of being received as a member until such time as such membership is ended by action of the member. When a member leaves the area and does not plan to continue a relationship with the Church, notification to the Church Office is requested.
2. Members are responsible for contributing to the support of the Church by participating in Church activities, attending worship, pledging financially, and by sharing in the work of the Church.
3. When there are Church-wide events, all members will, to the best of their ability, assist in helping to ensure that the events are successful by volunteering their time and talent.
4. A member may be granted a letter of transfer to any Christian church, at the request of that member.
5. Any member may resign from the Church by notifying the Church to that effect in writing.
6. A member who no longer participates in the life of the Church may be placed in “inactive membership”. In addition, members who are inactive may, at the discretion of the Senior Minister and the Board of Worship, be removed administratively from the Church rolls.

ARTICLE II – SERVICE AND MEETINGS

A. Worship

1. Services of worship shall be held each Sunday at an hour or hours determined by the Board of Worship. All worship services shall be conducted under the direction of the Senior Minister and the Board of Worship.

2. The sacraments of Baptism and Communion, and any other specific worship services, will be scheduled by the Senior Minister in consultation with the Board of Worship.

B. Christian Education

1. The Church shall conduct a Church School, courses, lectures, study, and other educational programs as may be determined by the Ministers and the Board of Faith Formation.
2. It shall be the purpose of these programs to teach the principles of this Church and to lead its people into an increasing experience of fellowship with God and in the development of character, which shall be genuinely Christian in all human relationships. It will endeavor to develop interest in the Church and to increase desire and ability to participate in its life and work.

C. Meetings

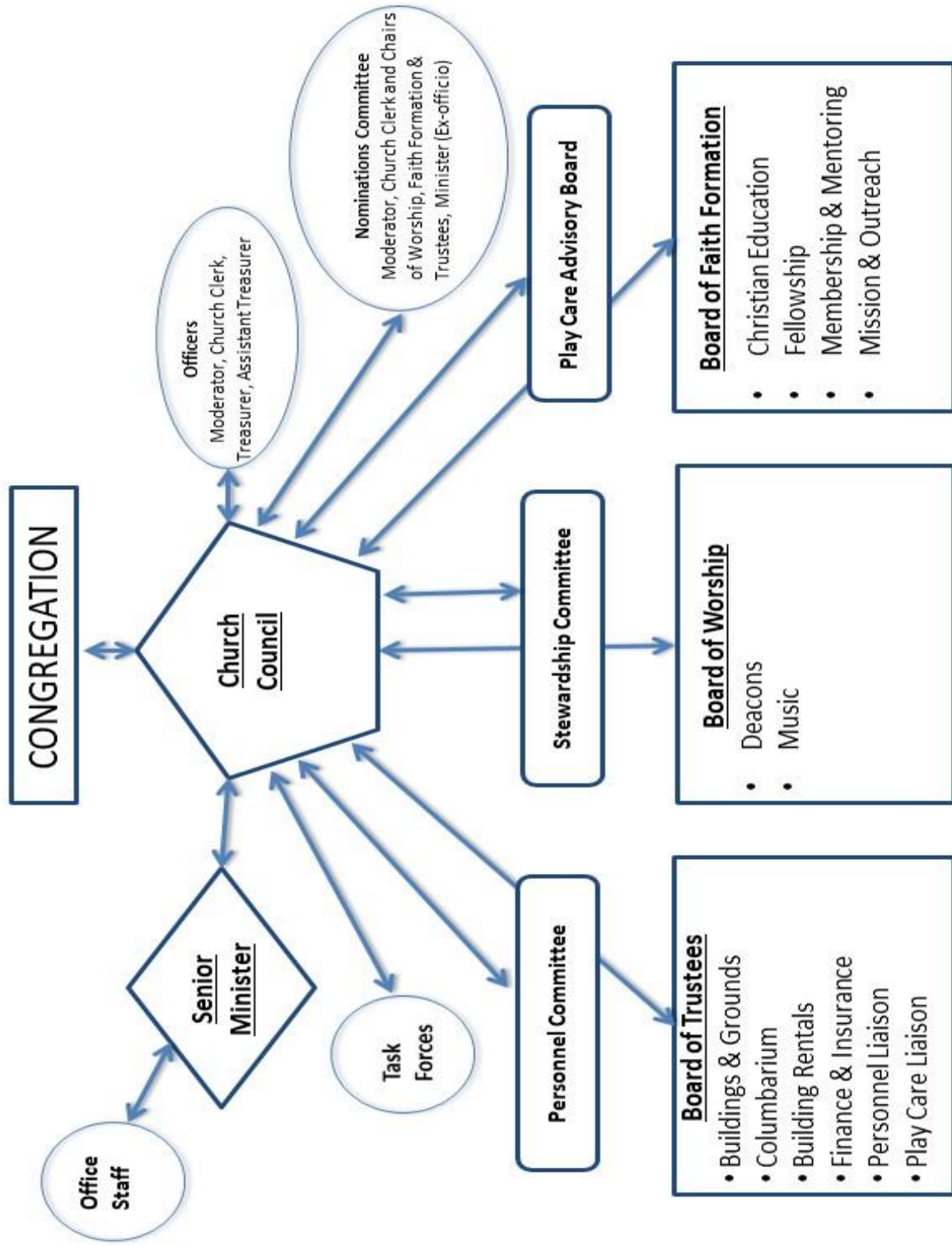
1. Annual Meeting: The Annual Meeting shall be held between January 20th and February 20th, with the specific date to be set by the Church Council, and its purpose shall be to receive the annual reports of the Officials and Boards and Committees; to elect officials; to adopt the annual budget; and to transact such other business as may properly come before the meeting. However, the Church Council may, for good cause, postpone the date of the annual meeting for up to four (4) weeks.
2. Special Meetings: Special Meetings may be called by the Senior Minister or the Church Council, or shall be called by the Church Clerk upon written request of ten (10) Qualified Voters of the Church. The nature of the business to be transacted shall be stated in the call.
3. Rules and Regulations:
 - a. Notices: Notices for the Annual Meeting and for other Special Meetings shall be given in accordance with the laws of the State of New York. In accordance with the current provisions of the laws of the State of New York, the Trustees shall cause notice of the time and place of the Annual Meeting, the names of any Trustees whose successors are to be elected thereat, and if a Special Meeting, the business to be transacted thereat, to be publicly read by a Minister or any Trustee at a regular meeting for public worship on the two successive Sundays immediately preceding such meeting.
 - b. Quorum: A quorum shall consist of more than fifty percent (50%) of the membership or forty (40) Qualified Voters, whichever number is smaller. The quorum is the minimum number of members to be present at the Annual Meeting or a Special Meeting to make the proceedings valid.
 - c. Voting: Election of the Trustees and the Church Clerk shall be by ballot. The election of all other officials and members of Boards and Committees shall be in such manner as the meeting decides. In all matters, a majority (unless otherwise specified) of the votes cast by Qualified Voters present shall determine, except that a two-thirds vote shall be required to adopt or amend the Constitution and By-Laws.
 - d. Voting Privileges: The Church Clerk shall bring to the Annual Meeting or Special Meeting a correct list of Qualified Voters.

- e. **Qualified Voters:** All active members of the Church shall be eligible to vote, except in matters of finance and the election of Trustees for which they must be at least eighteen (18) years of age.
 - f. **Conduct of Meetings:** At the Annual Meeting and at Special Meetings, the meeting shall, except as may be otherwise required by law, be called to order by the Church Clerk, or in the Church Clerk's absence, the Moderator. The Moderator shall choose two inspectors of elections to receive the ballots cast. The Moderator and the inspectors shall declare the results of the ballots cast on any matter.
 - g. **Official Year:** The official year of the Church shall begin on the first day of January. Boards and Officers elected at an Annual Meeting shall continue to serve until the next Annual Meeting.
 - h. **Reports:** All Officers, Boards, and Committees shall file a written report for the Annual Meeting.
4. **Agenda at the Annual Meeting:** The Church Council shall prepare the agenda for the Annual Meeting. This agenda shall be subject to modification by the majority vote of those present and entitled to vote during the Annual Meeting.

ARTICLE III – ORGANIZATIONAL STRUCTURE

Please see the chart illustrating the Church’s organizational structure on the following page, page 8, of this Constitution and By-Laws.

FCC ORGANIZATION CHART



ARTICLE IV – ELECTED OFFICIALS

A. A person must be a Qualified Voter to become an elected official to the Board of Trustees and the Personnel and Nominations Committees. All elected officials of Boards and Committees, except the Senior Minister and the other Ministers, shall be elected at the Annual Meeting by Qualified Voters. The following shall be the elected officials of the Church:

1. Moderator
2. Church Clerk
3. Treasurer*
4. Assistant Treasurer*
5. Chair, Board of Faith Formation
6. Chair, Board of Worship
7. Members of the Board of Trustees*
8. Members of the following Committees
 - Christian Education
 - Deacons
 - Fellowship
 - Membership and Mentoring
 - Mission and Outreach
 - Music
 - Personnel
 - Stewardship

* must be at least 18 years old

ARTICLE V – BOARDS AND COMMITTEES

A. Church Council - The Church Council shall consist of the following members or their designees:

1. All Ministers
2. Moderator
3. Church Clerk
4. Treasurer
5. Chair, Board of Faith Formation
6. Chair, Board of Trustees
7. Chair, Board of Worship
8. Chair, Christian Education Committee
9. Chair, Deacons Committee
10. Chair, Membership and Mentoring Committee
11. Chair, Mission and Outreach Committee
12. Chair, Music Committee
13. Chair, Nominations Committee
14. Chair, Personnel Committee
15. Chair, Stewardship Committee

B. Duties of Officers, Boards and Committees

1. Ministers

a. Senior Minister

- (i) The Senior Minister shall be called by a majority vote of the Qualified Voters present and voting at a duly called Special Meeting of the Congregation. The Senior Minister shall be the spiritual leader of the Congregation, with the assistance of the Board of Worship and the Board of Faith Formation. The Senior Minister shall seek to enlist persons as followers of Christ, preach the gospel, administer the sacraments, and supervise public services.
- (ii) The Senior Minister shall be the chief administrator for the Church, with the assistance of the Church Council and the Board of Trustees. The Senior Minister shall provide for the management of the paid Church personnel and the functions that they are to perform.
- (iii) These and other duties of the Senior Minister are to be in writing as set forth by the Personnel Committee and the Church Council, and agreed to by the Senior Minister. This written statement of duties is to be reviewed and restated annually. The Senior Minister shall be a non-voting member of the Church Council and a non-voting *ex officio* member of all other organized groups within the Church.

b. Associate or Assistant Minister

- (i) An Associate or Assistant Minister shall be called by a majority vote of all Qualified Voters present and voting at a duly called Special Meeting of the Congregation. The duties of such Minister(s) shall be provided in writing by the Senior Minister in consultation with the Personnel Committee and agreed to by such Minister(s) and with the concurrence of the Church Council. The written statement of duties is to be reviewed and restated annually. These Minister(s) shall be members of the Church Council and *ex-officio* members, without a vote, of Boards and Committees appropriate to their duties and stated in their written statement of duties.
- c. The Ministers shall be removed from office only by resignation, retirement, death, or by a majority vote of the Qualified Voters present and voting at a duly called Special Meeting of the Congregation.
 - d. The Ministers are not eligible to serve as elected officials.

2. Moderator

The Moderator shall preside at all meetings of the Church Council. The Moderator shall have no vote. The Moderator shall be elected at the Annual Meeting for a term of one (1) year. The Moderator may serve more than a one-year term, if circumstances make it advisable. The Moderator shall serve as the Chair of the Nominations Committee.

3. Church Clerk ("Clerk")

The Clerk shall be elected at the Annual Meeting to serve a term of one (1) year and shall be a member and secretary of the Church Council. In addition to the duties required by law, the Clerk shall serve as statistical and corresponding clerk of the Church. The Clerk shall keep a register of all persons formally admitted as members of the Church, with their residences, dates of admission and status of membership. The Clerk shall also record the date of birth of all minors

admitted to membership. The Clerk shall keep a register of such matters as births, baptisms, marriages, and deaths among families in the Church. The Clerk shall maintain a roll of Qualified Voters.

4. Treasurer

- a. The Treasurer shall be elected at the Annual Meeting. The Treasurer shall be responsible, under the direction of the Board of Trustees, for all the funds of the Church and for the financial records of the Church. The Treasurer shall keep the funds in such institutions as are approved by the Board of Trustees and make such payments as the Board of Trustees may direct. The Treasurer shall be a member of the Church Council.
- b. If no member of the Church agrees to serve as Treasurer, the Board of Trustees, with approval by the Church Council, may hire a part-time Accountant to handle necessary Treasurer duties. This person will take functional direction from both the Senior Minister and the Board of Trustees. This person may attend appropriate Board and/or Church Council meetings, but will not be eligible to vote.

5. Assistant Treasurer

The Assistant Treasurer shall be elected at the Annual Meeting for a term of one (1) year. The Assistant Treasurer shall assist the Treasurer in such manner as shall be authorized by the Board of Trustees. The Assistant Treasurer may attend the Church Council meetings but shall not have the right to vote except when the Treasurer is absent.

6. Church Council

- a. The Church Council shall have overall responsibility and authority to set and enforce policy, but the Church Council does not have authority to: take final action on amendments to the Constitution and By-Laws; call and dismiss Ministers; buy, sell, lease or mortgage Church property; and erect and alter buildings.
- b. The Church Council shall direct the Ministers, Boards and Committees to carry out policy matters of the Church. The Church Council shall have the following responsibilities:
 - (i) To determine and enforce Church policy. To review Church, Board, and Committee activities to ensure Church policies are appropriately carried out.
 - (ii) To fill vacancies in elective offices until such time as the Annual Meeting shall occur. The Church Council shall not have the authority to fill vacancies on the Board of Trustees.
 - (iii) To establish committees for special purposes including, without limitation, hiring of personnel, long range planning, and/or procurement of special funds. Search Committees for Ministers shall include at least two members of the Personnel Committee and other representation as may be appropriate.
 - (iv) To coordinate the activities of the various Boards and Committees of the Church.
 - (v) To determine general policy regarding the permissible use of all Church facilities.
 - (vi) To review and approve a written statement of duties for each Minister provided by the Senior Minister, and approved by the Minister and the Personnel Committee.
 - (vii) To review the proposed budget each year in order to ensure Church policy is reflected in it.

- (viii) To appoint delegates from the Church to attend various meetings and committees at which the Church should be represented.
 - (ix) To appoint a member of the Church to act as the Church Historian/Archivist.
 - (x) To ensure that all Boards, Committees and members of the Church assist when there are special events that the Church sponsors, e.g., memorial service receptions, fundraising events, etc.
- c. If the Church Council must vote on an issue, the vote may be taken electronically, provided each electronic vote is recorded in the Church Council's applicable minutes. This shall also apply to all Boards and Committees.

7. Executive Committee

Within the Church Council there shall be an Executive Committee, composed of the Moderator, the Chairs of the Boards of Trustees, Faith Formation and Worship, and the Chair of the Personnel Committee, which shall act on behalf of the Church Council. The Executive Committee shall be responsible to the Church Council for matters handled by the Executive Committee and a report of their activities will be made to the Church Council.

Any grievances or issues that cannot be resolved adequately by the Senior Minister or the Personnel Committee (as appropriate), shall be referred to the Executive Committee. Any actions/issues that arise out of the Safe Church Policy shall be handled by the Response Team, pursuant to the Safe Church Policy, adopted by the Church Council on October 27, 2014, and appended to this Constitution and By-laws.

8. Nominations Committee

The Nominations Committee shall have the responsibility and authority within the policy framework established by the Church Council to:

- a. Recommend candidates for elective offices.
- b. Recommend candidates for interim appointments to Boards, Committees, or Offices in which vacancies exist.

9. Board of Faith Formation

The Board of Faith Formation shall consist of the following Committees: Christian Education, Mission and Outreach, Membership and Mentoring, and Fellowship. The Board of Faith Formation shall have responsibility and the authority within the policy framework established by the Church Council to:

- a. Provide guidance and support to the Ministers on matters of Christian Education, Membership and Mentoring, and Mission and Outreach opportunities that will further the spiritual welfare of the congregation.
- b. Provide opportunities for the Church in the wider community.
- c. Provide fellowship opportunities throughout the Church year with events such as Advent Workshop, Christmas Pageant, Homecoming Brunch, etc., keeping in mind programs that will help with the retention of members.

- d. Provide opportunities for the Church community to raise funds to help for mission trips and other service opportunities.
- e. Assist in the orientation of new members and welcome them.
- f. Assist in the retention of members.
- g. The Committees of the Board of Faith Formation shall be responsible for the following:
 - (i) Christian Education Committee will:
 - (a) Determine the courses of study for the Church School and administer programs for adult education.
 - (b) Provide guidance and support for the professional staff concerning Christian Education.
 - (c) Make budget recommendations to the Trustees and administer the Christian Education budget.
 - (ii) The Fellowship Committee will:
 - (a) Organize social events to promote fellowship for families, adults and children.
 - (b) Provide hospitality for worship and special events and assist, when needed, in organizing receptions after Memorial Services.
 - (iii) The Membership and Mentoring Committee will:
 - (a) Work with the Senior Minister on ways to recruit new members and retain members.
 - (iv) The Mission and Outreach Committee will:
 - (a) Stimulate interest in the Church benevolence program.
 - (b) Supervise the distribution of the benevolence budget.
 - (c) Become involved in special issues by developing ideas and plans for social justice actions which it may bring to the Church Council and Congregation for support.
 - (d) Organize and administer programs in cooperation with the Interfaith Council and other similar organizations.

10. Board of Worship

The Board of Worship shall consist of the members of the following Committees: Deacons and Music. The Board of Worship shall have responsibility and the authority within the policy framework established by the Church Council to provide guidance and support to the Ministers in matters of worship services and the spiritual welfare of the Congregation.

- a. The Deacons will:
 - (i) Prepare and serve Communion.
 - (ii) Provide Ministers for Church services and functions usually led by Ministers when the Church's regular Ministerial staff is unable to attend or a ministerial vacancy exists.
 - (iii) Provide for liturgists, ushers and other assistants at Church services as may be deemed advisable.

- (iv) Assist the Minister in tending to the needs of the congregation with the Compassionate Ministry Team.
- (v) Make budget recommendations to the Trustees and administer the Deacons' budget.

b. The Music Committee will:

- (i) Provide guidance to the Minister of Music or Music Director and Senior Minister for any worship-related activities.
- (ii) Oversee the music program of the Church.
- (iii) Assist the Minister of Music or Music Director with Choir programming and membership.
- (iv) Make budget recommendations to the Trustees and administer the Music budget.

11. Board of Trustees

The Board of Trustees shall consist of at least nine (9) members, three (3) of whom shall be elected at each Annual Meeting for a term of three (3) years. However, if the Board of Trustees determines that it is appropriate to expand membership of Trustees to twelve (12) members, it may request Council to approve such a change. If so approved, the additional members shall be elected at the Annual Meeting.

The Board of Trustees shall have the responsibility and authority within the policy framework established by the Church Council to:

- a. Prepare and supervise, in consultation with the other Boards and Committees, the annual budget, including any modifications that may occur during the course of the year.
- b. Use, as a guideline, a goal of budgeting ten percent (10%) of pledges for General Benevolences.
- c. Administer all funds of the Church, including the investment of such funds, unless the Fund designates otherwise.
- d. Review payment of invoices and bills.
- e. Provide for a review of all financial records of the Church.
- f. Maintain all Church properties, equipment, and furnishings.
- g. Supervise use of all Church properties, equipment, and furnishings.
- h. Authorize the payment of all paid Church personnel.
- i. Supervise and administer the Church insurance program.
- j. Appoint legal counsel.
- k. Fulfill the fiduciary responsibilities of the Church including, but not limited to, matters such as contracts and the sale, lease, rental, or purchase of property.
- l. Provide a long range financial plan for the Church.

- m. Operate and administer the Church's Columbarium in accordance with applicable New York State Law, through a Columbarium Committee of not less than three (3) Trustees. At least one member of the Committee shall be appointed each year and have a different length term on the Committee from each of the other two (2) Trustees on the Committee. The Columbarium shall be operated pursuant to such rules and regulations as are adopted by majority vote of a quorum of the membership of the Church at a congregational meeting duly called for the purpose of adopting or amending such rules and regulations. The Committee, in the first instance, has the responsibility for suggesting amendments to such rules and regulations.
- n. Appoint one (1) member to liaise with the Play Care Advisory Board.
- o. Appoint one (1) member to liaise with the Stewardship Committee.
- p. Fill vacancies that may occur on the Board of Trustees until the next Annual Meeting of the Church.

12. Stewardship Committee

The Stewardship Committee shall have the responsibility and authority within the policy framework established by the Church Council to:

- a. Supervise and administer the solicitation of pledges to the Church and coordinate all solicitations of funds for the Church.
- b. Conduct educational programs concerning the Church financial goals and responsibilities.
- c. Coordinate with other Boards and Committees to promote fundraising.

13. Personnel Committee

The Personnel Committee shall be comprised of at least three (3) members. One (1) or more Committee member(s) may also be a member of the Board of Trustees. The Personnel Committee shall have the responsibility and authority within the policy framework established by the Church Council to:

- a. Establish appropriate personnel policies including salary scales, benefit programs, grievance procedures prior to an appeal to the Executive Committee, and working practices for all paid Church personnel. Review and revise these policies as required. Personnel policies established by the Personnel Committee are subject to ratification by the Executive Committee of the Church Council. Personnel policies are to be available in written form in the Church office for review by any Church member and for any of the paid Church personnel.
- b. In conjunction with Church Council, provide for administration of the Church staff if the Senior Minister is unable to perform assigned duties.
- c. Conduct a performance review of the Senior Minister
- d. Provide advice and counsel on personnel matters as requested by the Minister(s), Boards, Committees, Officers and Church Staff.
- e. Keep informed on New York State laws applicable to employers/employees.
- f. Participate in any Search Committee by providing two (2) members.

14. Play Care Early Learning Center

Play Care Early Learning Center is a mission of this Church. It shall have an Advisory Board that will provide guidance and support for the Play Care Early Learning Center professional staff. At least one (1) member of that Advisory Board shall be a member of the Church.

C. General Provisions for Boards and Committees

1. The Chairs of the Board of Worship and Faith Formation shall serve a term of no less than two (2) years and may be re-nominated as recommended by the Nominations Committee.
2. Each Committee shall consist of at least three (3) people, whose terms shall be no less than two (2) years and may be re-nominated by the Nominations Committee.
3. Each Board and Committee shall take and maintain minutes of all its meetings and maintain such other records as may be appropriate. A copy of all minutes shall be placed in a central file in the Church office where they shall be available to any Church member upon request. Confidential matters, such as salaries and personnel issues, are to be excluded from the minutes available to all Church members, but they are to be kept in a confidential file controlled by the Moderator or head of the individual board that submitted the material for filing.
4. If any Board or Committee must vote on an issue, the vote may be taken electronically, provided each electronic vote is recorded in the Board/Committee's applicable minutes.
5. Each Board and Committee shall have the power and authority to create and staff such other sub-committees and task forces as it shall deem necessary to assist in the fulfillment of its responsibilities.
6. Each Board and Committee shall have primary responsibility in its designated area of responsibility subject to budgetary limitations and to the Church policy as established and interpreted by the Church Council.
7. Each Board, Committee, and organization of the Church shall prepare an annual written report of its activities during the calendar year. These reports shall be included in the written report submitted to all Church members at the Annual Meeting.
8. The Church Council and each Board and Committee shall meet as needed.
9. Consistent with the congregational nature of this Church, none of the Boards, Committees, or the Church Council shall make any policy statement which is addressed to persons outside of the Church and purports to represent the position of the Church.
10. When appropriate, each Board and Committee with budget responsibilities should provide input to the budget process, and administer their activities within the budget limitations approved by the Board of Trustees.
11. Boards and Committees may be designated to be the administrator of a specific Fund.

ARTICLE VI – AFFILIATED ORGANIZATIONS

Societies, Associations, and other Organizations using the Church facilities must be approved by the Board of Trustees and adhere to the policies of this Church as established by the Church Council.

ARTICLE VII – MISCELLANEOUS

- A. All matters of government not provided for in the Constitution and By-Laws, shall be governed by established usage of the United Church of Christ.
- B. It is intended that these By-Laws adhere to the letter and the spirit of the religious corporation laws of the State of New York. Any errors or omissions shall be corrected at the first opportunity.

ARTICLE VIII – AMENDMENTS

This Constitution and By-Laws may be amended by a two-thirds ($\frac{2}{3}$) vote of those present and voting at any Annual or Special Meeting, provided notice of the intent to make changes is announced with the reading of the call for the meeting.