

BYLAWS OF TRINITY CONSTITUTION OF 2018

- C8.05.01.** A confirmed member who does not, for a period of one year, partake of Holy Communion, or support the Church with offerings, or does not appear to desire to participate in the life and worship of the Congregation shall be contacted by the Pastor (or the Pastor's representative) and be encouraged to actively participate their membership. If, during the second year, the confirmed member does not actively participate, her/his name may shall be removed from the roster of confirmed members of the Congregation by the Council.
- A child, neither of whose parents or guardians is a member of the Congregation, may be removed from the roster of baptized members if s/he fails to participate in the life and worship of the Congregation for a period of one year.
- C10.01.01.** ~~The semi-annual Congregation Meeting shall be ordinarily held in May and November at a time and place determined by the Council.~~ The Congregation shall hold two Congregational meetings annually at a time, place, and manner determined by the Council.
- C10.01.02.** The Council shall submit a comprehensive report to this Congregation at the annual meeting.
- C11.01.01.** It shall be the duty of the Council President, Treasurer, and/or Church Administrator ~~and the Secretary of the Congregation~~ to sign any necessary legal papers on behalf of the Congregation.
- C11.02.01** ~~Six months prior to a Council member or officer's regular term, the Council nominee will be encouraged to engage in a six-month shadow period with the member or officer they will replace. Council nominees are non-voting members of the Council who may attend monthly Council meetings and observe other functions of the Council. Nominations will be approved by the Congregation at a Congregation meeting held approximately six months prior to the annual meeting at which regular elections are held.~~ An officer's regular term of office will be for two years and shall begin at the close of the annual meeting in which they are elected. In the event of a vacancy, refer to the constitutional provision C12.03 to fill the vacancy with an interim officer until the end of the term.
- C11.02.02.** The Congregation will approve nominations for upcoming, open Council positions at a Congregation meeting held approximately six months prior to the meeting at which regular elections are held. Once approved by the Congregation, Council nominees will be encouraged to shadow the Council member they will replace for the remainder of the outgoing Council member's term. Council nominees shall have voice but not vote at Council meetings. This will not preclude floor nominations at the twice annual Congregational meeting where council members nominees are presented or elected.
- C12.01.01.** Staff members who are not members of the Council shall have voice but not vote on Council.
- C12.04.01.** The Council shall provide for an annual review of the membership roster.
- C12.04.02.** The Council shall normally meet once a month. Special meetings may be called by the Pastor or the President, and shall be called by the President at the request of at least one-half of Council members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.04.03.** The Council shall have the duty and authority to maintain an adequate ~~clerical and custodial~~ staff to meet the needs of the Congregation. Duties of this staff shall be defined by a written position description prepared by the Council.

This staff cannot be expanded without Congregational approval expressed by a majority ballot vote of confirmed members present and voting at a legally-called and conducted Congregational meeting. ~~A~~ call process will not be required unless the applicant is an ~~Associate In Ministry Minister of Word and Service or Minister of Word and Sacrament or programmatic staff person.~~

- C12.04.04.** The Council annually shall ~~choose~~ nominate from among the voting members of the congregation, laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be chosen as voting members of the Synod Assembly by the Council and other qualifications shall be as prescribed in guidelines established by this synod.
- C12.04.05.** Additional duties and responsibilities of the Council and the staff may be defined in the Policies and Procedures Manual.
- C12.05.01.** The Council shall be responsible for the financial and property matters of this Congregation.
- a. The Council shall be the board of trustees of this Congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Washington, except as otherwise provided herein.
 - b. The Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the Congregation.
 - c. The Council may enter into contracts of up to ~~\$5,000~~ \$30,000 for items not included in the budget or in dedicated or designated funds, except in the event of an emergency at which time, the Council could approve the expenditure provided that the emergency expenditure is presented to the Congregation for ratification at the next Congregational meeting.
 - d. The Council shall prepare an annual budget for adoption by this Congregation and supervise the expenditure of funds in accordance therewith.
 - e. The Council shall ascertain that the financial affairs of this Congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
 - f. The Council shall be responsible for this Congregation's investments and its total insurance program.
 - g. The fiscal year of the Congregation shall be set by the Council.
- C12.06.01.** The Council shall see that the provisions of this constitution, its bylaws, the Policies & Procedures Manual and continuing resolutions are carried out.
- C13.02.01.** The Nominating Committee shall:
- a. Be composed of ~~five~~ six confirmed members, none of whom are currently holding an elected Congregational position.
 - b. Be appointed by the Council at its second meeting of the fiscal year for a term to last until the end of the current fiscal year.
 - c. Select one of its members to serve as Chairman.
- C13.02.02.** The initial meeting of a Nominating Committee shall be called and chaired by the Congregational President.
- C13.02.03.** The task of the Nominating Committee shall be to provide a roster of at least one nominee for each vacant elective Congregational position.

- C13.03.01.** The Audit Committee shall:
- a. Be composed of three voting members.
 - b. Be elected by the Council for a ~~two~~ three-year term, with one member elected ~~in odd number years and two in even number years~~ each year on a rotating basis. Members shall be eligible to serve only two consecutive terms.
 - c. Not be members of the Council or the professional staff.
 - d. The Audit Committee shall be responsible for assisting the Congregational Council in fulfilling its general oversight of the Congregation's accounts, financial reporting and internal control systems by reviewing the financial records annually.
- C13.04.01.** The Mutual Ministry Committee provides feedback and can be a sounding board for the Pastor as he/she acclimates to the new culture of the Congregation.
- C13.05.01.** The calling of a Pastor (Minister of Word and Sacrament) shall require a Call Committee.
- C13.05.02.** ~~The Council shall be responsible for appointing a Call Committee Chair from the members of the Call Committee.~~ The Call Committee shall ~~elect~~ appoint its Chair and follow the guidelines provided by the Council and the Synod.
- C13.05.03.** The calling of an ~~Associate In Ministry~~ Minister of Word and Service shall require a Call Committee.
- C13.05.04.** At such time as the Council considers initiating a Call process their instructions to the Call Committee must be approved at a Congregational meeting by a ballot vote prior to the establishment of the Call Committee.