

BY-LAWS  
OF  
EMANUEL FRIESBURG LUTHERAN CHURCH

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1. The annual congregational meeting shall be held during the first (6) weeks in the calendar year.
  - a. At the annual meeting the Pastor, the secretary and the treasurer of the congregation shall each submit a written report.
  - b. At the request of any voting member the vote shall be by written ballot.
  - c. In the event of a tie the president may cast the deciding vote.
2. The Council

The following shall constitute the Order of business at regular meetings:

  - a. Devotions
  - b. Roll call and action on excuses for absence
  - c. Reading of minutes
  - d. Reception of petitions and communications
  - e. Written report of the treasurer (current and benevolent)
  - f. Report of standing committees and special committees
  - g. Other reports
  - h. Unfinished business
  - i. New business
  - j. Adjournment
3. The council shall not have authority to transfer funds from the operating budget to the benevolent budget or from the benevolent to the operating.
4. An active member of the congregation may be appointed by the council to serve as recording secretary. Recording secretary may have voice but not vote at council meetings.
5. Duties of Officers:

President of Congregation

  - a. To conduct and lead council meetings
  - b. To call special meetings of council
  - c. To conduct the annual meeting of the congregation
  - d. To cast the breaking vote

Vice President

  - a. To serve as right arm and assistant to the President
  - b. To conduct council meeting in the absence of the President
  - c. To serve and be available to the congregational needs and views, concerns, etc. and to bring these concerns to the other members of the council

Secretary

  - a. To ensure accurate minutes of all meetings of the congregation and of the Congregation Council. Minutes to be maintained in a volume provided by the congregation and preserved permanently in its archives

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- b. To submit a written report at the annual congregational meeting
- c. To handle all correspondence of both council and congregation

Treasurer

- a. To handle the financial affairs of the Church and maintain financial records
- b. To submit a written report at the annual congregational meeting and at monthly council meetings
- c. To assist in the preparation of an annual budget with the Finance Committee of council

6. Standing Committees

At the first meeting of the council in each congregational year the council shall appoint from its own or from the active membership of the congregation as many standing committees as the local and general interest of the congregation may require. Members of standing committees shall serve for one year.

The duties of all the standing committees not otherwise defined (e.g. Audit Committee) shall be developed by the committee after consultation and guidance from the council. The act of all committees shall be subject to review by the council.

7. Membership Roll

Membership shall be as defined in the Constitution.

8. Congregational Meetings

In an emergency, Council has the authority to call a Congregational meeting without the two week notice using telephone chain, electronic media, and/or other appropriate means.

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