

# BYLAWS

Prince of Glory  
Evangelical Lutheran Church  
1357 West Fourteen Mile Road  
Madison Heights, Michigan 48071

NOTE: Bylaw provisions are codified with three sets of numbers, the chapter number, the related constitutional provision number, and a two digit number.

C05.04.01. The Congregation's voting members to the SE-MI Synod Assembly (and any other SE-MI Synod meeting, conference, cluster, coalition, or sub-division) shall be elected at the annual meeting session that is held in the first quarter of each year.

C10.01.01. The annual meeting of this congregation shall be held in two sessions.

The first session shall meet in the last quarter of the calendar year and will be for the purpose of the election of council members, adoption of the annual budget, and such other necessary business.

The second session of the meeting shall be held in the first quarter of the next calendar year, and will be for the purpose of the election of members to the SE-MI Synod Assembly and to receive the annual reports, as well any other such necessary business.

C10.03.01. Written notice of all meetings of this congregation shall be provided at least three weeks in advance of the meeting, through e-mail distribution, to all voting church members having an e-mail address on file. For those voting members not having an e-mail address on file, written notice of any meeting of this congregation shall be placed in their pigeonhole mailboxes at church at least three weeks in advance of the meeting. Written notice of all meetings of this congregation shall also be posted on the church webpage, in a newsletter whenever possible, and placed in a prominent location at the church.

C11.01.01 Duties of Congregation/Council Officers

President

Serve as 'Minister of Congregation Oversight'

Represent the Congregation in all matters not the specific duty of the Pastor

With the support of the Council, assure the Congregation and the Council are functioning in accordance with the requirements of the Constitution, By-Laws and Continuing Resolutions.

Preside at all meetings of the Council and the Congregation

With the support of the Council, assure that all properly established committees of the Congregation are functioning properly

Perform all other duties normally associated with this office

#### Vice President

Assist the President in administering the activities of the congregation and the Council.

Perform all the duties of the President when the President is not able to do so.

Perform all other duties normally associated with this office

#### Secretary

Keep the minutes of all Congregation and Council meetings

Assure all official records of the Congregation and Council are appropriately filed and stored

Is authorized to conduct all official correspondence of the congregation and the Council under the supervision of the President.

Perform all other duties normally associated with this office

#### Finance Chairman

Responsible for the safekeeping of the Congregation's financial assets

Responsible for the financial records of the Congregation including

- a. Income, disbursements, and other financial matters.

Supervise the activities of the Congregation Treasurer

Provide financial reports to the Congregation and the Council as required

Perform all other duties normally associated with this office

C12.01.01.

The Congregation Council shall hold regular meetings according to Continuing Resolutions, and shall include voting and non-voting members. The 13 voting members shall comprise the Pastor, 4 Officers (i.e., President, Vice-President, Secretary, Finance Chair), and 8 members-at-large; the Financial Secretary shall serve Ex-Officio.

Additional duties of members (e.g., meeting Chair, Ministry Liaison) may be outlined as Continuing Resolutions.

C12.02.01.

If available, one member of the Congregation Council shall be a confirmed member of this congregation who is under the age of 21, who may be elected for a one year term.