THE BY-LAWS of THE CONSTITUTION

of



1190 North Hicks Road, Palatine, IL 60067

Adopted: 1974

Last Revision Approved: May 2, 2021

Adopted: 1974

Revised: 1981, 1994, 1995, 1996, 1998, 2003, 2005, 2006, 2008, 2009, 2011, 2014, 2015, 2016, 2017,

2019, 2021

ARTICLE 1: ADMISSION INTO MEMBERSHIP

Section 1: Baptized Membership shall be by:

- Being baptized according to Article 4 of the Constitution; and
- Coming under the pastoral care of Prince of Peace Lutheran Church.

Section 2: Confirmed Membership shall be by:

- Confirmation
 At Prince of Peace Lutheran Church; or
- Transfer

Persons coming with a letter of transfer from a Lutheran Church—Missouri Synod congregation or a congregation in fellowship with the Lutheran Church—Missouri Synod, who meet membership requirements, shall be received by the Senior Pastor and reported to the Board of Directors; or

- Profession of Faith
 - Other persons who have previously been confirmed as a member of a Lutheran congregation, who meet membership requirements, shall be received by the Senior Pastor and reported to the Board of Directors; or
- New Member Class

Other persons who have not previously been confirmed as a member of a Lutheran congregation, who attend a required class of instruction in Lutheran beliefs at Prince of Peace, shall be received by the Senior Pastor and reported to the Board of Directors.

Section 3: Voting Membership shall be by:

• Being a confirmed member and reaching eighteen (18) years of age.

ARTICLE 1: ADMISSION INTO MEMBERSHIP should not be amended without first taking Article 4 of the Constitution into consideration. This is just a NOTE and is not an official part of the By-Laws.

ARTICLE 2: TERMINATION OF MEMBERSHIP

Termination of membership (Dismissal or Release from membership) shall be by:

- Transferring to a Lutheran Church—Missouri Synod congregation
 A member in good standing requesting release to a Lutheran Church—Missouri Synod congregation shall apply to the Senior Pastor, who shall issue a letter of transfer and report the action to the Board of Directors; or
- Transferring to a congregation in fellowship with the Lutheran Church—Missouri Synod
 A member in good standing requesting release to a congregation in fellowship with the Lutheran
 Church—Missouri Synod, shall apply to the Senior Pastor, who shall issue a letter of transfer and
 report the action to the Board of Directors; or
- Joining other churches In cases where a member has joined another congregation outside our fellowship, the individual shall be considered as having terminated membership; or
- Abandonment
 A member whose whereabouts are unknown and cannot be established for a period of one year may be removed by the Senior Pastor and reported to the Board of Directors; or
- Excommunication
 See Article 3 of these By-Laws; or
- Self-exclusion
 A member who has been admonished according to Matthew 18:15-20 and who is unwilling to participate in the spiritual life of the congregation, has thereby chosen self-exclusion.

A person whose membership has been terminated has forfeited all rights of a member of this congregation and all claims upon the property of the congregation as such or upon any part thereof, as long as (s)he has not been reinstated into membership.

ARTICLE 3: DISCIPLINE IN THE CONGREGATION

All discipline in this congregation shall be administered in accordance with the order of discipline laid down in Matthew 18:15-20, I Corinthians 5:1-5, and other related Biblical principles. The following procedure shall be followed under the direction of the Senior Pastor and the Board of Directors.

Section 1: Provisions Pertaining to Membership – Excommunication & Restoration

Excommunication: Any member who persistently demonstrates unchristian conduct shall be admonished by the Senior Pastor according to Matthew 18:15-20. If the member refuses to amend a sinful life after proper admonition, the member shall be recommended to the congregation for excommunication. A three-fourths (3/4) majority vote at a meeting of the Congregational Assembly shall be required for excommunication.

Restoration: Persons who have been excommunicated from membership for whatever reason shall be restored with all rights and privileges when they repent and ask forgiveness through the Senior Pastor and the Board of Directors. Both acts of discipline and restoration shall be made known to all voting members by whatever method the Senior Pastor deems most suitable.

Section 2: Provisions Pertaining to the Board of Directors

Any member of the Board of Directors who willfully neglects the duties of his/her office may be deposed by a majority vote of the voting members present in a meeting of the Congregational Assembly. The Board of Directors shall initiate such disciplinary action in accordance with the Board's Policy Manual.

Section 3: Provisions Pertaining to Pastors and Called Ministers

Sufficient grounds for deposing a pastor or other called minister shall be persistent adherence to false doctrine, scandalous life, willful neglect of official duties, or evident and protracted incapacity to perform the function of the sacred office. The Board of Directors shall carefully investigate charges on any of these counts. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign his/her position in the congregation. Such opportunity having been given and declined, the Board of Directors shall, after consultation with the appropriate officers of Northern Illinois District, notify the voting membership of the situation, and shall submit the matter for action at a special meeting of that body. A three-fourths (3/4) majority vote of the voting members present, shall be required to depose a pastor or other called minister; the vote shall be by ballot in accordance with Article 6, Section E of the Constitution.

Should the occasion to depose a pastor ever arise, the intended deposition shall be announced by the Chair of the Board of Directors at regular worship services on the two (2) weekends preceding a special meeting of the voting members called for that purpose. All members shall be notified by U.S. mail at least two (2) weeks in advance.

ARTICLE 4: ASSEMBLIES OF THE CONGREGATION

Section 1: Regular Assemblies

Regular Assemblies of the voting membership shall be held bi-annually in the **Spring** (April or May) and **Winter** (November or December).

- The Spring meeting of the Congregational Assembly shall include the election of Board Directors.
- The Winter meeting of the Congregational Assembly shall include the affirmation of the budget for the following year.

In the event of a conflict, the Board of Directors may alter the date of the meeting at a time no later than two weeks before the meeting.

Two weeks prior to the date of each regular Congregational Assembly, the previous meeting's minutes, along with any officer, board, committee, and staff reports, and any resolutions being proposed shall be made available to voting members via an appropriate means of effective distribution.

One week prior to the date of each regular Congregational Assembly, an informational presentation shall be made to the voting members that outlines resolutions, key areas of planning, or other appropriate subject matter as determined by the Board of Directors. Presenters will be determined by the Board of Directors. Additional informational presentations may be scheduled by the Board of Directors, as needed. The Board of Directors may alter the date or cancel the informational presentation at a time no later than seven (7) days before the presentation.

All members of the congregation (as defined in Article 4 of the Constitution) may attend assemblies of the congregation, and all members are welcome to participate in a discussion of any given item of business before the voting membership. Eligible voters (as defined in Article 4 of the Constitution) will have priority in the discussion of issues, and only eligible voting members may vote on any order of business. All members may submit recommendations for voter consideration. These must be submitted to the Board of Directors at the Board meeting held no later than the month prior to the Congregational Assembly.

Each regular Congregational Assembly of the voting membership shall be announced at the worship service(s) on the weekend preceding the date of the meeting and be included in the regular parish communications/publicity.

Section 2: Special Assemblies

Special meetings of the Congregational Assembly may be called by the Senior Pastor, Board of Directors, or by written request of at least seventy-five (75) voting members.

The date and time of the special meeting, along with the nature of the business to be transacted, shall be announced by the Chair of the Board of Directors or his/her designee in the regular services

preceding the meeting, and it shall be communicated to all voting members via an appropriate means of effective distribution at least seven (7) days prior to the date of the meeting. In the event of the need to consider a matter of extreme emergency, a special Congregational Assembly may be called with less than seven (7) days' notice.

Section 3: Order of Business at Meetings of the Congregation

For the purposes of order, "Robert's Rules of Order" leavened by Christ-like conduct shall prevail at all meetings of the Congregation.

The total of the voting members (as defined in Article 4 of the Constitution) present at any Regular or Special Assembly of the Congregation establishes the quorum for that meeting.

In the event of a tie vote, the Chair of the Board of Directors, or the Director designated to lead the meeting, shall cast the deciding ballot.

There shall be no voting by proxy at Congregational Assemblies.

Section 4: Restrictions Pertaining to Congregational Assemblies

A majority vote of the voting members present shall be required to affirm the annual Budget or pass any motion or resolution unless the matter to be determined is a question of doctrine, or of amending the Constitution and By-Laws, in which case two-thirds (2/3) majority vote of the voting members present shall be required.

The election of Board Directors shall be according to the provisions of Article 6, Section 3 of these By-Laws.

The calling of any ordained or commissioned Minister of Religion shall be according to the provisions of Article 5, Section 1 of these By-Laws.

The Congregational Assembly may not act on matters of major importance unless written notice of such action is communicated to all members at least two (2) weeks prior to the meeting. Matters of major importance shall be:

- 1. the removal from office of any elected member (for disciplinary reasons), pastor or other minister,
- 2. matters to be considered of major importance by the Board of Directors when formulating the agenda, or
- 3. resolutions proposed from the floor at a Congregational Assembly and recognized as a matter of major importance by a majority vote of the voting members present.

Section 5: Authorization and Provisions Pertaining to Electronic Meetings

Except during times of specific emergency (declared by the local, state, or federal government), Congregational meetings may only be transacted at regular and properly called Assemblies held in a single official gathering in one room or area.

During times of specific emergency, the Board of Directors has the authority to forego the informational presentation and transact the Congregational Assembly meeting by any viable and readily available electronic means, according to the following provisions:

- 1. The specific emergency shall be clearly documented in the Congregational Assembly meeting minutes.
- 2. At the discretion of the Board of Directors, the meeting agenda may be limited to those items deemed necessary for the continued governance and operation of the congregation.
- 3. Attendance at the meeting shall be limited to voting members.
- 4. Unless impractical or unsafe, the Board of Directors shall provide a central location for those who wish to attend in person, while others attend electronically.
- 5. The meeting shall provide, at a minimum, conditions offering the opportunity for simultaneous aural communication among those present.
- 6. Notice of the electronic meeting shall be made to all voting members as soon as is safely and practically possible via an appropriate means of effective distribution. Notice shall include the following:
 - An agenda,
 - Attendance options (i.e. phone number, meeting link, central location),
 - Instructions for asking/answering questions from the "floor,"
 - Instructions for voting,
 - Instructions for making and seconding motions.
- 7. The Board of Directors will establish a method for taking attendance of both electronic and in person voting members.

ARTICLE 5: THE OFFICE OF PASTOR, MINISTER OF RELIGION-COMMISSIONED, AND NON-CALLED STAFF

Section 1: The Office of the Pastor (Minister of Religion-Ordained)

The office of the pastor is the authority conferred upon pastors by God to exercise in public office the common rights of the spiritual priesthood as recorded in 1 Peter 5:1-4:

¹To the elders among you, I appeal as a fellow elder and a witness of Christ's sufferings who also will share in the glory to be revealed: ²Be shepherds of God's flock that is under your care, watching over them---not because you must, but because you are willing, as God wants you to be; not pursuing dishonest gain, but eager to serve; ³not lording it over those entrusted to you, but being examples to the flock. ⁴And when the Chief Shepherd appears, you will receive the crown of glory that will never fade away.

God confers this authority by way of the congregation (the holder of the priesthood and of all congregational authority) through a divine call. In calling a pastor to preach the Word of God and to administer the sacraments on their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it. This is the vested privilege and responsibility of all members of the congregation.

The office of the pastor is the primary office in the congregation from which all other offices of the congregation are issued; the office of pastor shall only be filled by a minister of religion-ordained who meets the qualifications of the congregation as established in Article 5 of the Constitution. The congregation may establish as many auxiliary offices of the pastor as its needs require and it may determine what work is to be assigned to such offices.

Section 2: The Office of Minister of Religion-Commissioned

The office of minister of religion-commissioned shall only be filled by one who meets the qualifications of the congregation as established in Article 5 of the Constitution. The congregation may establish as many commissioned offices as its needs require. The calling of ministers of religion-commissioned is the vested privilege and responsibility of all members of the congregation.

Ministers of religion-commissioned shall:

- A. Serve in a team ministry under the direction of the senior pastor or his designee;
- B. Give assistance, provide leadership, and fulfill their responsibilities in their respective areas;
- C. Promote and encourage their assigned concern in the congregation.

Section 3: Non-Called Staff – Ministry Positions

Non-called staff positions shall only be filled by those who meet the confessional qualifications of the congregation as established in Article 3 of the Constitution. The hiring of all non-called staff shall be the responsibility of the senior pastor, working with appropriate staff members and in accordance with the Board's Policy Manual.

Non-called staff shall:

- A. Serve in a team ministry under the direction of the senior pastor or his designee;
- B. Give assistance, provide leadership, and fulfill their responsibilities in their respective areas;
- C. Promote and encourage their assigned concern in the congregation.

Section 4: Non-Called Staff – General Positions

Non-called staff – general positions shall be filled by individuals who meet the professional, spiritual and moral qualifications of this congregation as established herein. The hiring of such individuals shall be the responsibility of the Senior Pastor, working with appropriate staff members.

Section 5: The Calling of Pastors (Ministers of Religion-Ordained) and Ministers of Religion-Commissioned

The calling of pastors (minsters of religion-ordained) and ministers of religion-commissioned is the vested privilege and responsibility of all members of the congregation.

In the case of the establishment, or vacancy, of a position to be filled by the calling of a minister of religion-ordained or minister of religion-commissioned, the Board of Directors shall complete the following steps:

<u>Step 1</u>: The Board of Directors shall make available to the congregation, via an appropriate means of effective distribution, written notice of the following:

- The establishment, or vacancy, of a position to be filled by the calling of a minister of religion-ordained or minister of religion-commissioned, including a brief position summary;
- The forming of a Call Committee, including the procedure by which the congregation may express interest in being considered for service on the committee;
- The candidate nomination window of no less than 30-days, including the procedure by which members may submit candidates for consideration;

<u>Step 2</u>: Once the congregation notice has been initiated, the Board of Directors may proceed with establishing the Call Committee. The committee's initial membership shall consist of no less than the following:

- The Senior Pastor or his designee; or when calling a Senior Pastor, a pastor designated by the Board of Directors;
- Two members of the Board of Directors, with at least one of these being a non-officer;
- Three members-at-large from the congregation.

Additional members may be considered for service on the committee as the committee moves forward with its work.

<u>Step 3</u>: Once the committee's initial membership has been established, the work and responsibilities of the Call Committee shall proceed and include the following:

- Electing a committee chairperson and secretary at its first meeting. The chairperson cannot be the Senior Pastor or his designee;
- Establishing a set of criteria for the position;
- Seeking guidance from the President of the LCMS Northern Illinois District;
- Establishing an effective interview and evaluation process;

- Ensuring the recommended candidate(s) have engaged in a personal interview with the Senior Pastor and, if appropriate, the supervisor of the vacant position;
- Presenting to the Board of Directors a summary of the committee's work along with the committee's candidate recommendation(s).

Step 4: Once the committee has presented their recommendation(s), the Board of Directors shall:

- Consider the recommendation(s) of the Call Committee for affirmation;
- Upon affirmation of a recommendation(s), the Board shall call a Special Assembly according to Article 4, Section 2 of these By-Laws and for the purpose of voting to extend a call;
- Voting to extend a call shall be done by secret ballot and in accordance with the provisions set forth in Article 4, Section 4 of these By-Laws. If no candidate receives a majority of the votes, the candidate with the least votes shall be removed, and the process shall be repeated until one candidate receives a majority of the votes;
- If the vote to extend the call is not unanimous, a motion shall then be called for to make the vote unanimous and declare the candidate the unified choice of the congregation.

ARTICLE 6: ELECTION OF THE BOARD OF DIRECTORS

Section 1: Board of Director Membership

The number of Board Directors shall be 9.

• The Senior Pastor shall serve as an ex officio member, without vote, of the Board.

Candidates for Board membership shall not:

- Have been on the payroll of the congregation currently or anytime within the immediately preceding three years.
- Be a spouse of any board or staff member.
- Be related to any board member as follows: parents, children, siblings, aunts/uncles, nieces/nephews, grandparents
- Be related to any POP pastor or called minister as follows: parents, children, siblings, aunts/uncles, nieces/nephews, grandparents
- Be non-voting members of the congregation. Any prospective candidate, who is not a voting member, must become a voting member in accordance with Article 1 of these By-Laws prior to election.

Section 2: Nomination Procedure

The Nominating Committee's membership and activities will be in accordance with the Board's Policy Manual.

The Committee shall prepare a list of possible candidates drawn from among the eligible Voting Members of the congregation, for the positions on the Board of Directors for which terms are expiring. Voters may also submit to the Committee, in accordance with the Board's Policy Manual, the names of possible candidates for office. Candidates which are determined to be "qualified" as defined in Article 4 of the Constitution and as further defined in the Board's Policy Manual shall be considered for inclusion in the list of candidates to be presented to the congregation.

The list of candidates shall be made available to the members of the congregation at least two (2) weeks prior to the regular Spring Congregational Assembly. The Nominating Committee may continue to add candidates to the list until voting takes place at the Spring meeting, only if there are an insufficient number of candidates to fill the expiring positions.

Section 3: Election Procedures

Election of Board Members shall take place each year at the regular Spring meeting of the Congregational Assembly.

- The Board of Directors' Nominating Committee shall present a slate that includes at least one qualified candidate for each expiring position. Each candidate must consent to his/her nomination in accordance with the Board's Policy Manual prior to the presentation of the slate.
- The Congregational Assembly shall elect only individuals who have been deemed qualified by the Nominating Committee.
- Board members shall be elected on a rotation basis with one third of the Board being elected each year. No more than three Board members shall be elected in any given year.
- When the number of candidates exceeds the number of expiring positions, election must be by secret ballot. A majority of ballots cast by the voting members present is necessary for election; in the event of a tie or plurality, another vote shall be taken.
- When the number of candidates is equal to the number of expiring positions, election may be by voice vote.

Section 4: Officers

The officers of this congregation shall be Chair, Vice Chair, and Secretary.

These offices will be filled by members of the Board, and elected by the Board, in accordance with the Board's policies. An individual shall be eligible to serve as the Chair and Vice-Chair only after serving one full year of an elected term immediately preceding election to the Chair/Vice Chair and may not serve more than 2 consecutive years. No elected officer or Board Director may hold more than one office.

Section 5: Terms of Service

The newly elected board members of the congregation shall assume their duties of office as of June 1st.

Board Members shall be requested to serve for a term of three (3) years. No member shall be eligible to serve more than two (2) consecutive terms unless that member was initially appointed to an open board position with a remaining term of less than one (1) year; no member shall stand for re-election if another term would extend their service to more than seven (7) years.

Should the number of Board Members or their terms of service fall out of alignment, no other process shall be used for realignment except as outlined in Article 6 of these By-Laws.

Section 6: Vacancies

If an incumbent withdraws or is unable to serve for the full term, he/she shall give notice to the Board.

Vacancies that occur on the Board of Directors shall be filled by appointment of the Board. The Board Directors serving on the Nominating Committee shall prepare and present a list of qualified candidates to the Board for consideration to fill the unexpired term.

Appointment to fill a vacancy on the Board shall always be to complete an unexpired term and in no case shall such an appointment work in contradiction to the election of one third of the Board each year.

Every effort shall be made to fill vacancies within three months of their occurrence. However, if there is less than one year of service left in the term the position may remain vacant until it is filled through the election process.

Section 7: Indemnification

The congregation shall indemnify any and all persons, their heirs, administrators, successors and assigns that may have, currently are, or in the future become officers and directors, as set forth in these by-laws. They shall be indemnified for all expenses, including amounts paid upon judgments, counsel fees and amounts paid in settlements, actually and necessarily incurred by such person in connection with the defense or settlement of any claim, action, suit or proceeding which may be asserted against them or any of them by reason of being or having been an officer or directors as defined by these by-laws. Except, that the congregation shall not indemnify any such director or former director if judged in any action, suit or proceeding to be liable for his/her own negligence or misconduct in the performance of his/her duties.

This indemnification is provided only to the extent any insurance will ultimately pay the costs or reimburse the congregation. If the insurance will pay or reimburse subject to the congregation first paying or reimbursing any officer or director, it shall then be the responsibility of the Senior Pastor, with the authorization of the Board of Directors to borrow or otherwise arrange for sufficient funds to first pay the officer or director. Subsequent reimbursement will be exclusively for the benefit of the congregation.

If the insurance company refuses to honor its legal commitment, such officer or director may on his/her own behalf or on behalf of the congregation, initiate legal action or such other measures to compel the insurance company to honor the contract. If such legal action is on behalf of the officer or director, then all damages shall go to such officer or director. Otherwise, all damages will go to the congregation. If such action is on behalf of the congregation, the congregation shall first pay or reimburse such officer or director to the extent of actual incurred costs.

ARTICLE 7: ORGANIZATION OF THE BOARD OF DIRECTORS, RESPONSIBILITIES, DUTIES OF OFFICERS - FUNCTIONS, POWERS,

Section 1: Board Responsibility

The Board of Directors shall, to the best of their ability, enforce the Constitution and By-Laws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the voting membership.

The overall responsibility of the Board is to provide a strong, powerful, and ethical pursuit of the congregation's Mission while honoring the congregation's Core Values. The Mission and Core Values affirmed by resolution of the congregation are as follows:

Mission

• We empower caring people to share Christ's peace in our busy communities.

Core Values

- Journey with Jesus We meet people where they are at on life's journey; a journey that is best best traveled with Jesus.
- Work from Rest We seek healthy rhythms of work and rest, recognizing that joyful, Godhonoring work flows from genuine rest.
- Love One Another We are wired by our Creator for deep, loving relationships.
- Put Others First Jesus calls us to die to ourselves in order to serve others.
- Imagine the Possibilities We embrace God-given creativity in both problem-solving and artistic expression.
- Invest with Courage We invest all of God's resources (spiritual, physical, and financial) boldly and responsibly.

Section 2: Board of Directors' Policy Manual

The activities of the Board of Directors shall be in accordance with and limited by the Board of Director's Policy Manual.

A majority vote of the Board of Directors is needed to approve changes in the Board of Directors' Policy Manual. These changes shall be published in accordance with the Board of Directors Policy Manual and presented to the congregation in written and/or verbal form at the next scheduled regular bi-annual Congregational Assembly.

Section 3: Duties of the Board of Directors

The Chair of the Board of Directors shall preside at all meetings of the voting membership and shall also call and preside over the meetings of the Board of Directors in accordance with the Board of Director's Policy Manual. The Chair shall vote at meetings of the voting membership and meetings of the Board of Directors only to break a tie (also see Article 4, Section 3).

The Board of Directors shall act on behalf of the congregation in all matters delegated to it by the Constitution and By-Laws or by action of the congregation. However, the Board of Directors shall not:

- 1. Call or remove called workers.
- 2. Undertake capital campaigns of any amount greater than 5% of the current annual Budget.
- 3. Incur long-term debt.
- 4. Buy, sell, mortgage or transfer real estate.
- 5. Elect or remove Members of the Board of Directors.
- 6. Excommunicate a member of the congregation.
- 7. Execute a merger or dissolution of the congregation.
- 8. Amend the church's Constitution or the By-Laws.
- 9. Affirm on behalf of the congregation changes to the Mission or Core Values of the congregation (Article 7, Section 1 of these By-Laws).
- 10. Affirmon behalf of the congregation the annual Budget.

The Board of Directors shall annually appoint a Financial and Operational Review committee as outlined in the Board of Directors' Policy Manual. The Board of Directors shall submit the review committee's report at the Spring Congregational Assembly each year.

The Vice Chair of the Board of Directors, in the absence of the Chair, shall act for and in the stead of the Chair.

The Secretary's prime responsibility shall be to ensure that the legal records of the congregation are appropriately recorded and maintained. The Secretary will also be a signatory (along with the Chair and Vice Chair) with respect to all legal documents and contracts that are executed on behalf of the congregation.

The Secretary shall also keep a permanent set of minutes for each meeting of the Board of Directors. Such minutes shall be the property of the congregation.

ARTICLE 8: PRINCE OF PEACE LUTHERAN CHURCH ENDOWMENT FUND

This congregation shall have an endowment fund named PRINCE OF PEACE LUTHERAN CHURCH, PALATINE, ILLINOIS ENDOWMENT FUND. This fund's purpose shall be to receive gifts and bequests and to use them for the mission and ministry of Prince of Peace Lutheran Church, Palatine, Illinois and The Lutheran Church—Missouri Synod, its districts, seminaries, colleges, institutions or agencies.

The complete outline, specifications, use and limitations of the fund are contained in the "Prince of Peace Lutheran Church Endowment Fund Summary Plan Description".

ARTICLE 9: BY-LAW AMENDMENTS

Upon considering an amendment to these By-Laws, the Board of Directors shall consult with the Northern Illinois District Constitution Committee. After receiving feedback and input from the District Constitution Committee, the Board shall formulate the proposed changes and draft amendments for the congregation to consider.

The maintenance and integrity of these By-Laws is the vested privilege and responsibility of all members of the congregation. The amendment of these By-Laws shall always be considered a matter of major importance by the Board of Directors and thus, addressed according to Article 4, Section 4 of these By-Laws.

Additionally, the congregation shall consider the adoption of any amendment to these By-Laws only during a Regular Assembly convened according to Article 4, Section 1 of the By-Laws, and conducted according to the restrictions detailed in Article 4, of these By-Laws.

Upon the adoption of the proposed amendments by the congregation, the By-Laws shall be submitted to the Northern Illinois District Board of Directors for final approval.