

29 April 2018

The Church of Christ at Dartmouth College

A Congregation of the United Church of Christ

**40 College Street
Hanover, New Hampshire**

THE COVENANT

Loving God, you call us and we do covenant with you and with one another:
to walk together in all your ways as you reveal yourself to us;
to give ourselves freely, with open hearts to the ministry of our church;
to become more faithful to the life and teachings of Jesus Christ;
to celebrate your gifts of unity and diversity;
to restore and protect all of your creation;
to take up your mission around the world, striving for justice and peace;
to care for all people, reconciling ourselves to them in love.
We give thanks for your gift of grace in every human life.

Amended and reaffirmed June 19, 2016

THE BYLAWS

Approved April 29, 2018

ARTICLE I, IDENTITY AND NAME

This church was gathered by Eleazar Wheelock on 23 January 1771. Since 1957 it has been a member congregation of the United Church of Christ. It is incorporated under the laws of the State of New Hampshire with the name “The Church of Christ at Dartmouth College.” The congregation, under the guidance of the Holy Spirit, exercises ultimate authority in its corporate life.

ARTICLE II, PURPOSE AND MINISTRY

The purpose of this congregation is to show forth the love of God in the world through worship and service. The ministry of this Christian congregation is the responsibility of all its members, individually and collectively, as each and all strive to embody the love of God within the human community. The written word in the form of statements that express a call to service and worship may be adopted by the congregation. When adopted, such statements will be appended to the Church Bylaws, and may be exhibited in appropriate form as visible public records.

ARTICLE III, MEMBERSHIP

SECTION 1. BECOMING A MEMBER

Any baptized person may unite with this congregation by public confession or reaffirmation of faith in God and Jesus Christ, our Savior. The Church of Christ at Dartmouth College shall make a report annually to the New Hampshire Conference of the United Church of Christ on the status of its church membership; this report will be shared with the congregation at the June Meeting.

SECTION 2. KINDS OF MEMBERSHIP

There are two kinds of membership:

- A. Covenant Membership, for Christians whose only affiliation is with this congregation, and,
- B. Associate Covenant Membership, for Christians who desire to retain membership in another

29 April 2018

congregation, yet desire to participate in the life of this congregation.

C. When referred to in these Bylaws, Member(s) and Membership refers to both Covenant and Associate Covenant Members, unless otherwise noted.

SECTION 3. TERMINATION OF MEMBERSHIP

A. Upon written request, Members shall be granted termination of membership with this congregation.

B. All terminations of Membership shall be reported to and acknowledged by the Board of Elders at the June Meeting.

ARTICLE IV, MEETINGS OF MEMBERS

SECTION 1. REGULAR CONGREGATIONAL MEETINGS

A. There shall be two regular congregational meetings in each year, one at the start of the calendar year (called the Winter Meeting) but no later than the beginning of February, and one at the close of the church program year (called the June Meeting) but no later than the third week of June.

B. The Board of Elders shall determine the date, time and place for such meetings and shall set the agenda.

SECTION 2. SPECIAL CONGREGATIONAL MEETINGS

A. The Board of Elders may call a special congregational meeting at any time to present matters of interest to the congregation.

B. The Board of Elders shall determine the date, time and place for such meetings and shall set the agenda.

C. Upon receipt of a petition signed by five percent of the Membership and specifying the purpose of the proposed meeting, the Board of Elders shall call a special congregational meeting.

D. Business at special congregational meetings shall be limited to the specific matters for which the meeting was called, as stated in the notice of the meeting.

SECTION 3. GIVING TIMELY NOTICE

Notice of all congregational meetings, stating the date, time, place and purpose of the meeting, shall be sent to each Member at least fourteen days before the meeting.

SECTION 4. VOTING RIGHTS

Each Member present at a congregational meeting shall have one vote on each matter submitted to a vote.

SECTION 5. QUORUM AND ACTION

Ten percent of the Membership must be present at any congregational meeting to constitute a quorum. In the presence of a quorum, the affirmative vote of a majority of the Members present at the meeting shall be the act of the congregation. If a quorum is not present, the Board of Elders shall reschedule the meeting.

SECTION 6. AGENDA FOR THE WINTER MEETING

A. Approval of minutes from previous meeting.

B. Presentation of a Treasurer's report for the preceding fiscal year.

C. Action on a budget for the current fiscal year.

D. Ratification of the filling of vacancies by the Board of Elders or election of persons to fill vacancies which have occurred.

E. Any other business which might properly be brought before the meeting.

SECTION 7. AGENDA FOR THE JUNE MEETING

A. Approval of minutes from previous meeting.

29 April 2018

- B. Action on the recommendations of the Nominating Committee. Other nominations may be made from the floor.
- C. Receipt of written reports from elected officers, deacons, and staff, and an audited financial statement, if one is undertaken.
- D. Report on the status of Membership of the Church of Christ at Dartmouth College.
- E. Report from the President of the Board of Elders.
- F. Any other business that might properly be brought before the meeting.

ARTICLE V, BOARD OF ELDERS

SECTION 1. MEMBERSHIP AND TERM

- A. The Board of Elders shall consist of Members of the congregation as follows:
 - 1. President
 - 2. President-elect, or
 - 3. Immediate Past-President
 - 4. Six Members-at-large elected from the congregation: two each year for three-year terms
 - 5. One Member from each Board of Deacons
 - 6. The Senior and Associate Pastors, who shall be ex-officio members of the Board of Elders without vote
- B. Members of the same household shall not serve concurrently on the Board of Elders.
- C. The terms of office of all members of the Board of Elders shall commence on July 1 following their election, or as soon thereafter as they shall be chosen, and shall extend until their respective successors are elected and take office. No Elder shall serve more than four successive years, and a minimum of one year must pass before being eligible for re-election.

SECTION 2. DUTIES AND POWERS

The congregation, exercising its full authority in the affairs of the Church, entrusts to the Board of Elders the following duties, responsibilities and powers:

- A. The Board of Elders shall have power to act in the name of the congregation between congregational meetings.
- B. The Board of Elders, in concert with the Pastors, shall have responsibility for discerning the direction of the Church and its general programs.
- C. The Board of Elders shall review for approval or disapproval policies governing the operation of the Church.
- D. The Board of Elders shall review and update, as needed, charges to the Boards of Deacons.
- E. The Board of Elders shall ensure that the annual budget is prepared and presented to the Membership for approval at the Winter Meeting.
- F. The Board of Elders shall hold in trust all properties and funds of the congregation.
- G. The Board of Elders must approve all banks, trust companies, or other depositories for the funds of the congregation. All funds of the congregation shall be deposited to the credit of the congregation in a timely manner.
- H. The Board of Elders shall authorize all fund raising activity on behalf of the Church.
- I. The Board of Elders shall have power to authorize expenditures in excess of the church budget up to but not to exceed in aggregate, ten percent of the amount of the whole expense budget, when, in their opinion, such expenditures are necessary or desirable.
- J. The Board of Elders shall have no power to sell, transfer, mortgage, or otherwise convey church real estate except as authorized by the congregation, but shall have the power to enter into leases of the church property which do not interfere with church activities.

29 April 2018

- K. The Board of Elders may authorize any officer or officers, agent or agents of the congregation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the congregation, and such authority may be general or confined to specific instances.
- L. The Board of Elders has sole authority to distribute non-budgeted funds, budget surpluses, and reserves. The use of certain funds and reserves requires congregational approval as well; a list of funds and reserves requiring such approval shall be maintained by the Financial Advisory Committee.
- M. The Board of Elders is authorized to accept or reject on behalf of the congregation gifts or bequests for general purposes, or for any special purpose, of the Church.
- N. The Board of Elders, working with the Nominating Committee, shall fill vacancies occurring in any elective office by a majority vote of the Board of Elders. The congregation, at its next meeting, shall ratify the action of the Board of Elders or elect another person to fill the position.
- O. The Board of Elders shall have the authority to establish, charge and discontinue Committees, both Ad hoc and Standing. Ad hoc Committees address specific, relatively short-range issues. Their Membership shall be non-rotating and their chair shall be appointed by the Board of Elders. Standing Committees address continuing and long-term programs and operations of the Church. The terms of their Members, their rotation in office, and the representation of officers and staff on them shall be determined by the Board of Elders. The internal organization of Standing Committees, shall be determined by their Members.

SECTION 3. MEETINGS AND NOTICE OF MEETINGS

The Board of Elders shall meet monthly. Notice of special meetings of the Board of Elders shall be given so that notice is received at least two days prior to the meeting; except that regular meetings established by the Board shall not require further notice.

SECTION 4. QUORUM AND ACTION

Two thirds of the voting members of the Board of Elders shall constitute a quorum. The act of the Board of Elders at a meeting at which a quorum is present shall be the act of the Board of Elders, unless otherwise provided by civil law or these Bylaws.

ARTICLE VI, BOARDS OF DEACONS

SECTION 1. RESPONSIBILITIES

Boards of Deacons carry out the programmatic ministry of the Church and care for the spiritual health and well-being of the Membership of the congregation. Each Board of Deacons shall carry out its business according to its charge.

- A. The Board of Deacons for Congregational Life encourages and organizes activities related to fellowship and congregational care.
- B. The Board of Deacons for Membership and Communication encourages new membership, reviews membership rolls and records, and maintains communication within and beyond the Church.
- C. The Board of Deacons for Religious Education coordinates education for all ages, ministries to youth and students of Dartmouth College, the rite of confirmation, and the maintenance of church libraries.
- D. The Board of Deacons for Outreach coordinates the Church's mercy and justice ministries, including mission and service needs and social justice issues in local, national, and international settings.
- E. The Board of Deacons for Stewardship manages the Church's facilities including all rental contracts and leases, and maintains and cares for all Church properties.
- F. The Board of Deacons for Worship and Music coordinates programs and decisions related to the worship, the worship spaces, and the music ministry of the Church.

29 April 2018

SECTION 2. NUMBER AND TERM

Each Board of Deacons shall have a minimum of three and a maximum of nine elected members. The term of office for each Deacon shall be three years, commencing on July 1 of the calendar year in which elected. A Deacon may serve no more than two consecutive terms on the same board, and a minimum of one year must pass before being eligible for re-election to the same Board.

SECTION 3. ELECTION

Deacons shall be elected to each Board at the June Meeting of the congregation. Deacons may be Members of and/or active participants in the life of the Church.

SECTION 4. BOARD OFFICERS

Each Board of Deacons shall annually elect officers. Officers shall be:

- A. A chair
- B. A vice-chair who shall serve in the absence of the chair
- C. A secretary who shall keep minutes of the board meetings
- D. A representative of the Board to serve on the Nominating Committee
- E. A representative of the Board, who is a Member, to serve on the Board of Elders. A Deacon whose term on a Board is due to expire on June 30 may not be the Board of Deacon's representative to the Board of Elders.

SECTION 5. BOARD MEETINGS

The Boards of Deacons shall meet at least ten times per year. At each meeting a quorum shall consist of a majority of the current members.

ARTICLE VII, STANDING COMMITTEES OF THE BOARD OF ELDERS

SECTION 1. RESPONSIBILITIES

Standing Committees of the Board of Elders serve as a resource and provide support to the members of the Board of Elders, to the Pastor(s), and to the staff of the Church of Christ at Dartmouth College. As of 2018, these include:

- A. The Nominating Committee shall prepare and present at the June Meeting a slate of nominees for the following positions: President, President-elect or Immediate Past-President (depending on the year), Moderator, Treasurer and Assistant Treasurer, Clerk, Elders to fill expiring terms, Deacons to fill expiring terms, Chair of the Nominating Committee, Member-at-large of the Nominating Committee, Delegates to the Grafton-Orange-Sullivan Association of the UCC, Delegates to the Annual Meeting of the NH Conference-UCC, and Other official representatives as the congregation may designate. The Nominating Committee shall be composed of the chair of the Nominating Committee, the Senior and Associate Pastors, the President, one Member-at-large, and a representative from each of the Boards of Deacons, such representative to be elected by each Board from the members of the Board. The chair of the Nominating Committee and the Member-at-large shall be elected at the June Meeting of the congregation for a two-year term. After two consecutive terms in these offices, neither person may be re-elected to the respective office until one year has elapsed. The Board of Elders, working with the Nominating Committee, shall fill vacancies occurring in any elective office. The congregation, at its next meeting, shall ratify the action of the Board or elect another person to fill the vacant position.
- B. The Personnel Committee shall assist the Senior Pastor in the review of staff job descriptions, compensation and benefits packages, personnel policies and guidelines, and applications for sabbatical leaves. The Personnel Committee shall meet at least once a year, individually, with the clergy and the staff to discuss personnel matters and review performance. The Personnel Committee shall make an annual report summarizing its work to the Elders.

29 April 2018

- C. The Financial Advisory Committee (FAC) shall be responsible for reviewing and sharing with the Board of Elders on a quarterly basis the Church's financial reports, investment policies, and returns on endowment investments; managing the financial assets of the Church; reviewing and making recommendations on the long-term financial condition of the Church; overseeing the Church's planned giving program; reviewing the Church's gift acceptance and endowment policies and making recommendations about the acceptance of gifts; and preparing and proposing the annual church budget.
- D. The Pastoral Relations Committee(s) (PRC) (one for every member of the clergy serving our Church) shall be responsible for covenantal relations between the congregation and its pastors. The PRC assists the pastor in establishing goals and plans of action, supports the pastor's ministry beyond the local church, encourages the pastor to pursue continuing education opportunities, demonstrates concern for the pastor's health and well-being, and evaluates with the pastor the relationship he/she has with the congregation.

SECTION 2. NUMBER AND TERM

The Board of Elders shall review annually the charges to each Standing Committee. With the exception of the Nominating Committee whose Membership is fixed by these Bylaws, the Board of Elders shall review annually the Membership of each Standing Committee, make adjustments to the Membership and/or solicit new Members as needed, and approve (by vote) all Members suggested to serve on the Standing Committees. The Standing Committees shall meet according to the terms of their individual charges.

ARTICLE VIII, BUDGETS

The fiscal year of the Church of Christ at Dartmouth College shall run concurrent with the calendar year, January 1 to December 31.

Prior to action on the annual budget by the congregation at the Winter Meeting, church officers may spend funds for normal operating expenses including utilities, insurance, and employee compensation using the fiscal guidelines and amounts from the prior fiscal year.

SECTION 1. PREPARATION

The Board of Elders, Boards of Deacons and appropriate Committees shall propose annual budgets for their activities for the next year and submit them by the date requested to the Financial Advisory Committee (FAC). The FAC will prepare an overall budget for submission to the Board of Elders.

SECTION 2. ELDERS' ACTION

The Board of Elders shall approve or revise the budget in light of its vision of the whole ministry of the Church and present it with recommendation for approval at the Winter Meeting.

SECTION 3. CONGREGATIONAL ACTION

The congregation, at its Winter Meeting, shall adopt, revise, or reject the Elders' budget proposal. Lacking action at this meeting, the Board of Elders shall prepare a provisional budget for use until such time as the congregation may take action upon a budget.

SECTION 4. DISBURSEMENT OF BUDGETED FUNDS

The Board of Elders, Boards of Deacons, and appropriate Committees shall have the authority to direct the Treasurer to make disbursements for their activities within the limits of their budget as approved or amended by the congregation.

SECTION 5. DISBURSEMENT OF NON-BUDGETED FUNDS, SURPLUSES, AND RESERVES

29 April 2018

Disbursement of non-budgeted funds, budget surpluses, and reserves must be authorized by the Board of Elders. The use of certain funds and reserves require congregational approval; a list of funds and reserves requiring such approval shall be maintained by the Financial Advisory Committee.

ARTICLE IX, OFFICERS, TERMS AND RESPONSIBILITIES

SECTION 1. OFFICERS

A. PRESIDENT

The President shall be the lay leader and executive officer of the congregation and shall preside at meetings of the Board of Elders, setting the agenda for such meetings in consultation with the Senior Pastor. The President shall be elected and serve a two-year term and may not be re-elected to the office of President-elect until after two years have elapsed. The President may not serve in any other church office or on any Board of Deacons while in office.

B. PRESIDENT-ELECT

The President-Elect shall assume responsibilities as may be designated by the President, and shall serve as President in the absence of the President. The President-Elect shall be elected at the conclusion of the President's first year in office and shall assume the office of President the following year. The President-Elect may not serve in any other church office or on any Board of Deacons while in office.

C. IMMEDIATE PAST-PRESIDENT

The Immediate Past-President shall serve a one-year term on the Board of Elders following the second year of his/her presidency. The Immediate Past-President shall be available to counsel the President in his/her first year of presidency, shall assume responsibilities as may be designated by the President, and shall serve as President in the absence of the President. The Immediate Past-President may not serve in any other church office or on any Board of Deacons while in office.

D. MODERATOR

The Moderator shall preside over the meetings of the congregation. A person shall not serve in any other office while serving as Moderator. After two successive terms as Moderator, a person may not be re-elected to the office until one year has elapsed.

E. CLERK

The Clerk shall act as secretary to the congregation and the Board of Elders. The Clerk does not have voting privileges, while serving as secretary to the Board of Elders. A person shall not serve in any other office while serving as Clerk. After two successive terms as Clerk, a person may not be re-elected to this office until one year has elapsed.

F. TREASURER

The Treasurer shall receive and disburse funds as directed by the boards and appropriate committees within their respective budgets and as directed by the Board of Elders or the congregation. The Treasurer shall report to the congregation at its Winter and June Meetings on the finances of the congregation. A person shall not serve in any other office while serving as Treasurer. After two successive terms in this office, a person may not be re-elected as Treasurer until one year has elapsed.

G. ASSISTANT TREASURER

The Assistant Treasurer shall perform such duties as may be assigned by the Treasurer. A person shall not serve in any other office while serving as Assistant Treasurer. After two successive terms in this office, a person may not be re-elected as Assistant Treasurer until one year has elapsed.

29 April 2018

SECTION 2. ELECTION AND TERM

With the exception of the President-Elect and the Immediate Past-President, the church officers shall be elected for two-year terms commencing July 1, following the June Meeting of the congregation.

SECTION 3. SIGNATORY POWERS

Except in cases where the Board of Elders authorizes the execution thereof in some other manner, all deeds, transfers, contracts, bonds, notes, checks and other legal documents and obligations for the payment of money shall be signed by the President, the President-Elect, the Immediate Past-President, the Treasurer, or the Assistant Treasurer. Transactions of more than \$1500 shall require two signatures.

SECTION 4. VACANCIES

Vacancies in any church office may be filled in accordance with the duties and powers of the Board of Elders.

ARTICLE X, CLERGY

SECTION 1. CALL

The congregation shall call to specific tasks such clergy as it deems necessary for the fulfillment of its ministry.

SECTION 2. SENIOR PASTOR

The Senior Pastor shall be responsible for the spiritual nurture of the congregation and shall have supervisory responsibility for the Associate Pastor and other staff. The Senior Pastor's duties include responsibility for the overall ministry of the Church, executive leadership of the entire staff, and responsibility for initiating and implementing programs, in concert with the Board of Elders. The Senior Pastor shall be an ex-officio member of the Board of Elders with voice but not vote and shall be an ex-officio member of any Board or Committee of the Church. The Senior Pastor must be a Member of this congregation or hold ecclesiastical standing in an appropriate body, and must hold ministerial standing in the Grafton-Orange-Sullivan Association of the United Church of Christ.

SECTION 3. ASSOCIATE PASTORS

Additional clergy may be called as Associate Pastors responsible to the congregation. They shall be called to definite and specific tasks and may be given descriptive titles which particularly define their purpose within the congregation. They shall have responsibility for initiating program and policy in their respective task areas in consultation with the Senior Pastor, the Board of Elders and the appropriate Boards of Deacons. Associate Pastors must be Members of this congregation or hold ecclesiastical standing in an appropriate body, and must hold ministerial standing in the Grafton-Orange-Sullivan Association of the United Church of Christ.

SECTION 4. TERM

The Senior Pastor and Associate Pastor(s) shall be called for an indefinite period. In order to terminate their relationship, proper notice as defined in their Call Agreements shall be given by either party. Proposed termination shall be brought to the congregation by the Board of Elders for a vote.

SECTION 5. SENIOR PASTOR SEARCH COMMITTEE

When the congregation seeks a Senior Pastor, the Board of Elders shall nominate and the congregation shall elect a Search Committee. The Church follows the UCC conference guidelines when conducting a search for a Senior Pastor. After its search, the Committee shall present to the congregation the name of the candidate it recommends as the Senior Pastor and the terms of the call. A favorable vote by the congregation constitutes a call.

SECTION 6. ASSOCIATE PASTOR SEARCH COMMITTEE

29 April 2018

When the congregation seeks an Associate Pastor, the Senior Pastor and the Board of Elders shall nominate and the congregation shall elect a Search Committee. The Senior Pastor shall be a member (ex-officio with vote) of the Associate Pastor Search Committee. After its search, the Committee shall present to the congregation the name of the candidate it recommends for the position and the terms of the call. A favorable vote by the congregation constitutes a call.

ARTICLE XI, OTHER PROGRAM AND SUPPORT STAFF

The Senior Pastor may appoint other personnel, as needed, with the concurrence of the Board of Elders.

ARTICLE XII, CHURCH CALENDARS

SECTION 1. FISCAL YEAR

The Church's fiscal year shall be January 1 to December 31.

SECTION 2. OFFICER AND PROGRAM YEAR

The Church's officer and program year shall be July 1 to June 30.

ARTICLE XIII, AMENDMENT OF BYLAWS

These Bylaws may be amended by a majority vote at any Congregational Meeting at which a quorum is present, provided that all proposed amendments are reviewed and a recommendation is made by the Board of Elders, and are included with the written notice of the meeting to the congregation at which they are to be presented, or, in lieu of such summary, such notice must state the subjects of the proposed amendments and notify Members where copies of the proposed amendments may be obtained.

APPENDIX I: OPEN AND AFFIRMING STATEMENT

Committed to the call of God as expressed in the life and teachings of Jesus Christ, and guided by our Covenant, the Church of Christ at Dartmouth College declares itself to be an open and affirming congregation. We welcome persons of every race, ethnicity, economic status, age, ability, gender identity, and sexual orientation in our common purpose to discern and live according to the will of God. We believe that attitudes and acts of injustice, discrimination, and violence work against the gospel of Jesus Christ. Therefore, we accept God's call to work to overcome these attitudes in ourselves and others. We invite all persons to join in the full life and ministry of this church.

(Adopted June 4, 2000)