

BY-LAWS INDEX

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BY-LAWS

ARTICLE 1 - ORDINANCES

Section 1. BAPTISM

- A. Baptismal services shall be conducted in accordance with Article VI, Section 2, of the Constitution at times and dates prescribed by the Pastor.

Section 2. THE LORD'S SUPPER

- A. This ordinance shall be observed in accordance with Article VI, Section 3, of the Constitution and held at least once each quarter or on other special occasions at an hour prescribed jointly by the Pastor and the Deacons.

ARTICLE 2 - MEMBERSHIP

Section 1. ACTION CONCERNING MEMBERSHIP

- A. All persons desiring membership shall be received at any regular Worship Service, with verbal consent of Pastor and membership that is present. See Article VII, Section 2, of the Constitution.
- B. Letters of dismissal or transfer shall be granted by the Church Clerk in accordance with the Constitution.
- C. Letters of dismissal or transfer will not be given to any individual, but shall be granted to another Church of the same faith and like order, upon request from that Church

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ARTICLE 3 - MEETINGS

Section 1. **WORSHIP**

- a. The regular Worship Service of the Church shall be held on Sunday; Morning & Evening. The Mid-week Prayer Services shall be held on Wednesday evenings, unless otherwise voted upon by the Church body at a Business Meeting.
- b. Other Worship or Special Services may be held when agreed upon by the Pastor, deacons, and Church Council.

Section 2: **BUSINESS**

- A. The Church shall hold business meetings on a quarterly basis during the months of: April, July, October, & January. Meetings shall be held on the Wednesday following the second Sunday of the month when possible. No quarterly business meeting may be canceled except upon approval of the Church body, at a Special Business Meeting with notice to the congregation at two Sunday Worship Services prior to such cancellation. Business items requiring action at other times may be brought to the Church through the provisions of Article 3, Section 2-B of the By-Laws. All meetings shall be recorded on audio tape. Special Meetings to be video taped if possible.
- B. Special business meetings may be called by the Pastor or the Deacon Board, with the Moderator and Vice Moderator; or by seven or more male family leaders of the membership, provided notice and purpose of such meeting shall be posted for all services at least two Sunday Worship Services prior to the meeting, and shall be announced in the bulletin and from the pulpit at all regular services during this period.
- C. Special meetings will be held on a Wednesday or a Sunday Evening.
- D. All meetings should end with the spirit of Article IV Section 11 of the Constitution.

Section 3. **ANNUAL**

- A. The regular business meeting in October shall be known as the Annual Business Meeting. (All Church and Corporate Officers and Committee Members shall be elected by Church majority at this meeting.)

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ARTICLE 4 - OFFICERS

Section 1. ELECTION - DUTIES - QUALIFICATIONS

- A. In addition to those named in the Constitution, other officers of the Church shall be: the Church Council. Officers of the Church, other than salaried, and Deacons, shall be nominated by the Nominating Committee and presented to the Church for consideration at October Annual Business Meeting. By affirmative vote, and unless otherwise specified, they shall be elected for a term of one year, beginning 1st November. Deacons begin serving 1st January.
- B. All officers, counselors, and similar position holders shall be members in good standing of this Church:
 - 1. Must be at least 21 years of age, and have served faithfully before in other areas.
 - 2. Must affirm agreement with the Articles of Faith and Covenant of this Church.
 - 3. Must abstain from using any substance that has been known to cause others to stumble in their Christian walk. Proverbs 20:1 & I Corthinians 8:9
 - 4. Must be regular in attendance at Church Services
 - 5. Must be faithful in attendance at business and committee meetings.
 - 6. Must be faithful in the support of Church programs
 - 7. Must be of exemplary moral and spiritual character.
 - 8. Must be faithful in the discharge of duties of his office.
 - 9. Must be elected annually by the Church, except salaried positions and teachers.
- C. Part time positions (less than 25 hours on the job is a part time job), salaried or hourly are not to receive benefits such as Church paid vacations, sick leave or insurance (other than workers compensation)without approval of the Deacons and Church Council.

Section 2. PASTOR

- A. The Pastor in coordination with the Deacons shall secure, when needed, Evangelists for Revival Meetings.
- B. The Pastor and Music Director shall be responsible for music leadership at all worship services and business meetings.
- B. The Pastor in coordination with the deacons shall be responsible for his replacement, except when: ill, on vacation, on business for the Church, or on evangelistic or supply work.

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- C. The Pastor or his designee shall conduct a “New Members Class” or

“Counseling Session” in a way that new members will be spiritually acquainted with Harbor City Baptist Church and what we believe (copies of HCBC Constitution and By-Laws shall be furnished). He may choose the time, and the length of the class or session to fit the situation. He must recommend the prospective new members to the Church membership for final approval, when he feels the prospective new member is ready.

D. PASTOR BENEFITS & GUIDELINES

1. Introduction: This section serves as a guideline for the various benefits that may be offered the Pastor at Harbor City Baptist Church and to guide in the answer to various other Pastor related questions that may arise from time to time.
2. WORK WEEK AND WORK HOURS - A Pastor has many duties and responsibilities which traverse normal work scheduled, and in effect, result in a Pastor being on call at all times. However, a Pastor should, where circumstances permit, have regularly scheduled days off and established normal office hours. The Pastor’s normal work week at Harbor City Baptist Church will be five days per week with two regularly scheduled days off (Saturday and either Monday, Tuesday, Thursday, or Friday). The weekday is flexible, again dependent upon circumstances. The Pastor’s office hours should be scheduled in a manner that meets the needs of the Church and also the needs of the Pastor and his family.
3. HOLIDAYS - ten (10) paid holidays are authorized each year.
 - A. News Year Day - January 1
 - B. Memorial Day - Last Monday in May
 - C. Independence Day - July 4
 - D. Labor Day - First Monday in September
 - E. Thanksgiving Day - Third Thursday in November
 - F. Day after Thanksgiving
 - G. Christmas - December 25
 - H. Three floating holidays to be taken during the Christmas Week between December 26 and December 31.

If New Years Day, Independence Day or Christmas fall on a Saturday, then the holiday will be observed on the preceding day, Friday. If any of these holidays fall on a Sunday, then the holiday will be observed on the next day, Monday. The additional day off between December 26 and 31, when the Church office is closed, will be a normal day off and the Pastor will be on call or see that someone is on call.

4. VACATIONS

- A. For his spiritual and physical well being, the Pastor shall receive and must take annual vacation leave each calendar year.
- B. Vacation entitlement each year is based on the following schedule.
 - 1. During the first calendar year of employment the Pastor is entitled to one work day of paid vacation for each month of service up to a maximum of ten (10) working days.
 - 2. At the beginning of each subsequent calendar year the Pastor is entitled to paid vacation during the forthcoming year as follows:

<u>Years of Continuous service</u>	<u>Vacation</u>
(As of January 1)	
Less than 10 full years	10 work days
10 full years or more	15 work days

- C. The Pastor is encouraged to take vacation days within the calendar year in which they are earned.
- D. The Pastor shall not remain on the job in vacation status.

5. SICK LEAVE

The Pastor is entitled to sick leave benefits as follows:

- A. The Pastor shall receive full pay for each day of absence up to a maximum of ten (10) working days within a calendar year.
- B. Sick leave can not be carried over from year to year.
- C. Accrued sick leave shall not be converted to pay upon termination or resignation.
- D. In the event of extended illness that depletes the accrued sick leave balance, the Deacons and the Church Council may consider other options.

6. DEATH IN THE IMMEDIATE FAMILY

Absence from work because of a death in his immediate family shall be allowed up to three (3) days off with pay for each such death. Immediate family includes:

1. Spouse
2. Parents of Pastor or spouse
3. Brothers or sisters of Pastor or spouse
4. Children

7. JURY AND WITNESS DUTY

The Pastor will receive normal compensation for jury or witness duty. Any fees paid for such duty, other than travel allowances shall be returned to the Church.

8. EDUCATION/STUDY LEAVE

The Church encourages continued education of the Pastor and the Pastor will receive full salary for time away from the Church for training courses, seminars, seminary courses, etc. The salary allowance is for five (5) of his working days per year. Reimbursement for tuition, fees, travel, and other expenses for such courses are not allowed unless on the approved Church Budget, and resources are available. Education leaves which exceeds 5 working days per year shall be approved in advance by the active Deacons.

9. CONVENTION/CONFERENCES

The Church encourages attendance at the Southern Baptist Convention, the Florida Baptist Convention, the Brevard Baptist Association Meetings, and other religious conferences or conventions. In conformance with the approved annual Church Budget and current Church resources, the Church will pay for the Pastor's salary and direct, and actual expenses only for the Pastor and his wife to attend these conventions or meetings as elected delegates. The Pastor will pay any expense involving him or his wife going early or staying over for any event.

10. REVIVALS

The Pastor may attend/ conduct one revival away from church per year, with paid salary excluding expenses. Additional revivals must be approved by the church at a regular business meeting.

11. MAXIMUM NUMBER OF SUNDAYS AWAY FROM CHURCH

Considering vacations, revivals, education, and conventions or conferences, and excluding illness, the Pastor shall be away from the Church no more than six (6) Sundays in a calendar year. Any additional time needed must be approved by active Deacon majority.

12. Leave of Absence

The Pastor may request a leave of absence without pay for a specific period of time. The Pastor must forward this request to the active Deacons and the Church for approval.

13. Outside Income/Employment

The Church does not encourage outside employment by the Pastor (except when approved by the Deacons and Church Council).

14. Salary Increases

The active Deacons only will conduct an annual salary review in conjunction with the preparation of the annual Church Budget. Factors considered in this review include: years of service, performance, rate of inflation, Church resources, and current salary scales. The Chairman of Deacons and two other Deacons appointed by the Deacon Body will conduct the review and will recommend the Pastor salary increase to the Deacon Body and to the Budget and Finance Committee which in turn will include it in the annual budget for Church approval.

15. Harbor City Baptist Church shall not issue a credit card to anyone.

- A. The Staff Assistant will be subordinate to the Pastor and shall support in the Church services and activities as directed or delegated by the Pastor.
- B. Paid full time staff assistant(s) will be allowed ten (10) work days vacation per annum with pay.
- C. Paid full time staff assistant(s) sick leave and holidays shall be the same as for the pastor.

Section 4. SUNDAY SCHOOL DIRECTOR

- A. The Sunday School Director shall have general oversight of the entire school, and shall administer its affairs in cooperation with, and according to, the plans and methods of the Sunday School Board of the Southern Baptist Convention, subject to the approval of the Pastor and Deacons.
- B. He shall acquaint himself with the best methods of religious education and endeavor to adopt them in this Sunday School.
- C. It shall be his duty to counsel weekly or monthly, with his teachers and officers through officers' and teachers' meetings, in the work of the school, giving advice and receiving suggestions from his co-workers.
- D. He shall see that a full and accurate report is made of the work of the Sunday School in the regular business meetings of the Church.
- E. It shall be his duty to properly staff his department with assistants and teachers with the aid and assistance of the Nominating Committee, subject to the approval of the Pastor and Deacons.

Section 5. NURSERY DIRECTOR

- A. The Nursery Director shall superintend the activities of the Nursery Department.
- B. He/She shall be acquainted with the program and methods outlined by the Sunday School Board of the Southern Baptist Convention for this organization and shall endeavor to adopt such programs in this Church, subject to the approval of the Pastor and Deacons.
- C. It shall be the Director's duty to counsel weekly or monthly with Nursery Workers, through regular meetings, in the work of the Nursery Department, giving advice and receiving suggestions from their co-workers.
- D. The Director shall assure that a full and accurate report is made of the work of the Nursery department during the regular business meetings of the Church.
- E. It shall be the Director's duty to properly staff the Nursery Department with the aid of the Church leaders as needed. "The Director shall assure that written rules and regulations of the nursery are posted in the nursery and are approved and signed by the Pastor and the active Deacons. These
- F.

posted nursery rules shall outline all management Moral and Safety issues, as is practical.”

Section 6. CHURCH TRAINING DIRECTOR/EDUCATION DIRECTOR

- A. The Church Training Director shall superintend the activities of the Training Union.
- B. He shall acquaint himself with the program and methods outlined by the Sunday School Board of the Southern Baptist Convention for this organization and shall endeavor to adopt such programs in this Church, subject to the approval of the Pastor and Deacons.
- C. It shall be his duty to counsel weekly or monthly with his officers, through regular meetings, in the work of the Training Union, giving advice and receiving suggestions from his co-workers.
- D. He shall see that a full and accurate report is made of the work of the Training during the regular business meetings of the Church.
- E. It shall be his duty to properly staff his department with the aid and assistance of the other Church leaders as needed.

Section 7. MUSIC DIRECTOR

- A. The Music Director shall be responsible for providing worshipful music at all services. He is to direct the Choir or Choirs, in practice and public singing and is to cooperate with the Pastor and other leaders in the selection of suitable music, and the devising of appropriate musical programs for all occasions where such services are needed.

ARTICLE 5 - OTHER CHURCH MINISTRIES

Section 1. LIBRARIAN

- A. The Librarian shall supervise library activities, make assignment to the staff, and conduct a training program for the staff.
- B. The Librarian shall select and enlist new staff members with assistance of other Church leaders as needed.
- C. He/She shall purchase library materials and supplies, within Budget amounts.
- D. He/She shall prepare and present monthly reports to the Church.
- E. He/She shall interpret the library ministry to the church membership.

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Section 2. VACATION BIBLE SCHOOL DIRECTOR

- A. The Vacation Bible School Director shall have general oversight of the entire school, and shall administer its affairs in cooperation with, and according to, the plans and methods of the Sunday School Board of the Southern Baptist Convention, subject to approval of the Pastor and Deacons.
- B. He/She shall acquaint himself/ herself with the best methods of religious education and endeavor to adopt them to this school with Pastor's approval.
- C. It shall be his/her duty to counsel with the teachers and workers, giving advice and receiving suggestions from co-workers.
- D. He/She shall see that a full and accurate report is made of the work of the Vacation Bible School in the regular business meeting of the Church following the close of the Bible School.
- E. It shall be his/her duty to properly staff the school with the aid and assistance of the Church leaders and members as needed.

ARTICLE 6 - STANDING COMMITTEES

Section 1. NUMBER OF COMMITTEES

- A. The Church shall elect such committees as may be deemed necessary to carry on the various phases of the program of the Church efficiently and effectively. The Church shall at all times have the following standing committees: Nominating, Finance, Constitution, and By-Laws.
- B. A log book shall be kept for each committee, recording all significant events.
- C. All committees shall meet within one month after election to select officers and pass on the committee log book.

Section 2. ELECTION OF COMMITTEES

- A. The Nominating Committee shall suggest to the Church, no later than the Annual Business Meeting, persons to serve for the succeeding Church year (November 1 through October 30 each year) as Corporate and Church Officers and committee members. The Nominating Committee will make their suggestions in writing to the Church in the form of a recommended ballot and it shall be approved by the Pastor and Deacons.

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- B. All committee members shall be elected for one year terms except those specifically covered in the Constitution and By-Laws.
- C. No member shall be eligible to serve more than three consecutive years on the same committee (except when approved by the Pastor and Deacons for a (1) one year extension).
- D. All committees shall have a Chairman , a Vice Chairman, and secretary, if possible, or practical.

Section 3. DUTIES OF COMMITTEES

A. NOMINATING COMMITTEE

- 1. This committee shall consist of the Church Council and three persons elected by the Church for three years with only one new member being elected annually except when filling unexpired terms. Church and Corporate Officers shall be elected by the church at the October Annual Business Meeting.
- 2. This committee shall have the responsibility of nominating to the Church, persons to serve in the various capacities and positions of the Church and it organizations, and on standing and Special Committees, vacated from time to time, by removal , death, expiration of term of office, or failure to function. They may also recommend persons to chair committees.
- 3. Nominations for the Church Council (except for Deacon Chairman) shall be made known to the Church by publication in the Church bulletin prior to the October Annual Business Meeting, (if possible). After election, they shall become active at the beginning of the Church year (November 1). The nominating committee shall start their search for candidates on July 1st, if possible, so as to be ready by the October Annual Business Meeting.
- 4. This Committe needs to be active as early as July of each year, if possible

B. FINANCE COMMITTEE

- 1. This committee shall consist of five members elected for two years by the Church from the membership at large. Three of them shall be elected on the odd year and two of them elected on the even year.

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- 2. This committee shall have the responsibility of establishing the Annual

Church Budget, at the October Annual Business Meeting or as close as is practical. They shall meet at regular intervals to consider and take appropriate action with reference to the financial requirements and obligations of the Church.

- a. This committee may check all bills for authenticity prior to payment by the Treasurer.
- b. This committee will approve expenditures in accordance with the Church approved budget.
- c. This committee shall have no authority to disapprove a properly submitted requisition.
- d. This committee shall be responsible to reconcile expenditures with receipts.

3. To expedite procurement of needed materials and supplies to assist the Church in maintaining a balanced budget, the following procedure will serve as a guideline policy for the committee.

- a. Requisitions will be submitted for all purchases of materials and supplies even when item is on budget. Any non-budget purchase exceeding \$500, must have the approval of the congregation.
- b. Requisitions shall bear two signatures, the person ordering the material and the head of the department concerned with the purchase.
- c. Requisitions shall adequately describe the needed material as to size, quantity, color, cost, etc. Purchases of Budgeted items over \$500.00 must be approved by the Treasurer and Deacons of the Church (to make sure funds are available, etc.)
- d. Requisitions will be turned in to the Church Office and picked up by the committee for action.
- e. When the committee has reviewed the requisition, a purchase order number will be assigned to it if funds are readily available. If funds are not readily available, the requisition will be held in abeyance until a more appropriate time.
- f. After purchase order number has been assigned, the Church Secretary/Recorder will notify the person concerned that the material and/or supplies may be purchased.
- g. An emergency purchase order number must be assigned (with the chairman of this committee in agreement with the Treasurer) providing that it is a budgeted item not exceeding \$500.00.

4. They shall make regular printed activity reports to the Church at business meetings.
5. They shall prepare annually a proposed budget including local expenses, education, missions, and benevolence, and shall submit the same to the Church at a regular business meeting prior to the beginning of the fiscal or budget year. To aid in the preparation of the budget, the committee will confer with the head of each organization of the Church.
6. Upon Adoption of the budget, it shall become the duty of the committee and such others as may be needed, to plan ways to underwrite the budget and to provide appropriate envelopes for tithes, offerings, pledges, designated monies, etc.

C. CONSTITUTION AND BY-LAWS

1. This committee shall consist of five members. Their term of office shall be for two years, with three of the number elected each odd calendar year and two elected each even calendar year.
2. They shall hold meetings as necessary.
3. They shall make reports to the Church in regular business meetings regarding their activities.
4. All changes or alterations in the Constitution or By-Laws proposed at a business meeting shall, by motion, be referred to this committee for study and recommendation. The committee shall bring the contemplated change in form of a motion to the floor at the next regular business meeting with proper wording and designations of consideration of the Church, if their study reveals that the proposed change or alteration is in order.

D. CHURCH COUNCIL

1. Duties: The council is an advisory and correlating agency (Church Officers also), through which all organizations and committees may coordinate their activities into one harmonious program of work. They shall:
 - a. Draft Church objectives and goals for recommendation to the congregation and/or various committees.
 - b. Develop and recommend to the congregation strategies for reaching Church goals.
 - c. Review and coordinate program plans and actions.
 - d. Prepare recommendations to the congregation regarding the

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use of resources in terms of the needs of Church programs as they work toward the achievement of the objectives and goals of the Church.

- e. Provide adequate communication among church officers, organizations, and committees as well as formulate and supervise the church calendar.
- f. Evaluate program achievement in terms of Church objectives and goals and report evaluations to the congregation.

2. Membership

- a. Membership of the Council shall consist of the Sunday School Director, Education Director, Nursery Director, Church Training Director, Music Director, and Deacons. The Pastor shall serve as ex-officio chairman and may appoint other ex-officio members to the Council as the need arises. The staff Assistant(s) by virtue of his office is an ex-officio member of the Church Council.

E. FLOWER COMMITTEE

- 1. The flower Committee shall be elected annually by the Church.
- 2. They shall hold meetings as necessary.
- 3. This committee shall be in charge of obtaining flower arrangements as directed by the Church.
- 4. They shall send appropriate flowers to the funeral of a member or the immediate family of a member. The immediate family is identified as spouse, father, mother, brother, sister, and children.
- 5. All members or friends of the Church desiring to donate flowers or arrangement should coordinate their plans with this committee.

F. PERSONNEL

- 1. This committee shall consist of three members elected by the Church for three (3) years with only one new member being elected annually, except when filling an unexpired term.
- 2. This committee, based on the needs and requirements of the Church, will have the responsibility of employment and termination of all employees of the Church other than officers. The Pastor may, if he so desires, recommend individuals for employment and termination.

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- 3. Financial agreements with any paid applicant shall be coordinated

beforehand, with the Deacons, Treasurer and the Finance Committee.

ARTICLE 7 - GENERAL

Section 1. ADOPTION

- A. The adoption of this Constitution and By-Laws shall effect a repeal of all previously adopted rules in conflict herewith.

Section 2. AVAILABILITY OF OFFICIAL COPY

- A. A copy of this Constitution and By-Laws shall at all times be kept by the Clerk among his/her records and another copy shall be kept in the Church Office, and all amendments to or revisions thereof shall, after passage by the Church, be prepared by the Clerk and attached to the copies of the Constitution and By-Laws and made available to the Church members generally upon request.

Section 3. AUDITS

- A. An audit shall be made of the books and accounts of the Treasurer at least once yearly, by a committee appointed by the Deacons.

Section 4. HARBOR CITY BAPTIST CHURCH DOES NOT RECOGNIZE SAME SEX MARRIAGES.

Section 5. OTHER STANDING COMMITTEES

- A. Other committees such as Auditing, Baptism, Building, Decoration, Lord's Supper, Music, Nursery, Publicity, Refreshments, Ushers, Visitation, Etc., and any additional committees shall be elected as desired by the Church and serve for the purpose designated.
- B. The duties of all committees desired by the Church may be defined and adopted as a part of the By-Laws.

Section 6. SPECIAL COMMITTEES, CONVENTION, REPRESENTATIVES

- A. Special committees, conventions, and representatives of the membership shall be selected for specific obligations as desired by the Church.

- A. They shall be elected annually by the Church upon the recommendation of the Nominating Committee unless the Church directs their appointment in a different manner.

Section 7. USE OF CHURCH PROPERTY (Other than regular occasions)

- A. BY MEMBERS
 - 1. Requires approval of the Pastor , or Deacon Chairman, or Trustees Chairman.
- B. By NON-MEMBERS
 - 1. Funerals and weddings or similar events when approved by the Pastor, Deacons, and Trustees (if there is no known Church calendar event conflict) and then proper payment of fees. Use of any chairs and tables by approval from Deacons and Trustees and no conflict with Harbor City Baptist Church; must be signed in and out through the church office.
- C. COMMUNITY
 - 1. Any temporary facility use such as may arise in the community: when approved by the Pastor, Deacons, and the Church Council (and Church body if time permits). Examples: Hurricane shelter, election booths, etc. No alcohol beverages, rock music or same sex agendas, are permitted at any time.
 - 2. The Treasure is responsible for usage fees if applicable

Section 8 ADDITIONAL ITEMS (Requiring Church approval)

- 1. Church facility events not already specified or if any doubt as to usage exists with Pastor and Deacons.
- 2. Any legal or safety matter where the officers have any doubt.
- 3. Items not otherwise specified needs the Church approval.

ARTICLE 8 - RULES OF ORDER

Section 1. PROCEDURE

- A. For the conduct of Church Business Meetings, “Let all things be done decently and in order”.
- B. The authority for parliamentary procedure governing all business meetings
- C. shall be the Robert’s Rules of Order Revised, Seventy-Fifth Anniversary

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Edition, tempered with Christian principles and the Spirit of Christ.

ARTICLE 9 - ADOPTION AND AMENDMENTS

Section 1. ADOPTION

- A. These By-Laws shall be considered adopted and in effect when approved by a majority vote of the membership present and voting at a business meeting.

Section 2. AMENDMENTS

- A. These By-Laws may be amended, altered, or repealed by a majority vote of the membership present and voting at any business meeting of the Church; provided, however, that the amendment, alteration, or repeal is given to the Clerk in writing. This proposed change shall be referred to the Constitution and By-Laws Committee at a Regular Business Meeting for their study and recommendation, at least one month prior to the time the vote is taken.
- B. Copies of all changes or revisions proposed shall be furnished to members at least four (4) worship services prior to the membership voting date.

ARTICLE 10 - BY-LAWS CERTIFICATION

- A. I, the undersigned, being the secretary of Harbor City Baptist Church, Inc., do hereby certify that the above By-Laws of Harbor City Baptist Church, Inc. was adopted on _____ (date) at a business meeting per Article 9 section 1a of these By-Laws.

Barbara Collins, Secretary

Date

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