

APRIL SOUND CHURCH

CONSTITUTION AND BY-LAWS

5/2/2021

ARTICLE I - NAME

The name of the organization shall be APRIL SOUND CHURCH. It is an interdenominational 501(c)(3) non-profit organized under the Laws of the State of Texas.

ARTICLE II - OBJECTIVE

April Sound Church is an interdenominational religious, charitable and educational fellowship. We follow Jesus Christ as Savior and Lord guided by Scripture and the Holy Spirit. This body of believers, by faith, reaches out to share the good news of the Gospel. It is the objective of this Church to contribute to the well-being of its members and minister to the surrounding communities and beyond. We commit ourselves to create a loving, accepting, giving and forgiving fellowship.

ARTICLE III - MEMBERSHIP

The membership of this Church shall consist of persons who have accepted Jesus Christ as their Lord and Savior and who join by public statement. Those who have so committed shall be recorded on the membership roll of this Church.

- A. April Sound Church recognizes reciprocity for the transfer of memberships to and from recognized Churches.
- B. A member comes off the rolls through death, letter or request to transfer.

ARTICLE IV - CHURCH BOARD OF DIRECTORS

- A. The Board shall have general supervision and approval of Church business and will meet monthly. A Special meeting of the Board may be called by the Chairperson.
- B. The number of elected members on the Church Board shall be nine (9). The Chairperson will not vote except to break a tie.
- C. A quorum, consisting of five Board members, is necessary to conduct a motion and take a vote.
- D. Election of Board members will be by the Church membership on the second Sunday of November of each year by secret ballot.
- E. During the recruitment period all eligible Church members, (over the age of 18), either recruited by the nominating committee; current members wishing to volunteer for another term; or self-nominating candidates with the required 10 signatures of confidence, will be considered for open Board positions.
 - Should an insufficient number of new Board candidates come forward a retiring member may be asked to extend.
- F. At the end of each calendar year, one-third of the Church Board members will retire after a three-year term of service.

- G. Elected Board Members may not serve more than two (2) terms but can be elected again after a minimum of one (1) year absence from the Board.
- H. A nominating committee consisting of at least three but not more than five members will be formed to identify new candidates.
- I. The Board Chairperson will appoint a Nominating Committee Chairperson in May of each year.
 - 1. The Nominating Committee Chairperson will select the other committee members. The committee will identify and submit names of their recommended candidates at the August Board meeting.
 - 2. After approval of candidates by the Board, the list will be posted on the Church social media sites, published in the weekly Church bulletin up until the vote is taken and announced to the congregation at the first Sunday service in October.
 - 3. Upon acceptance of candidacy, all nominee(s) must give notice of their willingness to serve.
 - 4. Candidates must subscribe to the Objectives, Statements and Covenants of the Church;
 - 5. Candidates must be an active member of April Sound Church for at least one year;
 - 6. Candidates must support April Sound Church with their regular attendance and consistent giving.
 - 7. The self-nominating candidates must be submitted to the Board Chairperson prior to the Third Sunday in October.
- J. Ballots for all candidates will be mailed or a secure website for electronic voting will be provided during the first week in November to every active member of April Sound Church 18 years of age or older.
 - 1. Ballots must be received in the Church office, the secure Church voting website, or placed in ballot boxes located at April Sound Church or submitted electronically, no later than 5pm of the Saturday before the second Sunday in November.
 - 2. All new Board members will have a background check.
 - a. Should he/she refuse to give permission for a background check, they will not be seated on the Board.
 - 3. Candidates with the largest number of votes will be the new Board members.
 - 4. The three (3) new Board members shall be introduced the second Sunday of December in all services after the election has been confirmed by the Board.
 - a. At the same time the new Board members will be introduced, exiting members are to be thanked for their service.
 - 5. First meeting of a new Board will take place the third Tuesday in January.
 - a. The Board Chairperson can also exercise the option of a virtual/video meeting in extreme instances.
 - b. The Board Chairperson will publish a calendar year of regular Board meeting date by the third Tuesday in January.
- K. Those elected to the Board will be expected to attend at least nine (9) Board meetings per year.

- L. A meeting of the Board including the NEW Board Members will be held the second Sunday in December after the first service, in a predetermined Church location (i.e., the Church library) where the new Board Chair and 1st Vice Chairperson will be elected.

- M. New Board and officers terms begins January 1st and ends December 31st.
 - 1. All nine (9) Board members, will be presented to the congregation the first Sunday in January.
 - 2. The Board Chairperson shall appoint a Treasurer and Board Secretary as they are not elected positions they are to be selected from outside the Board's sitting members.
 - 3. The Treasurer will serve as Chairperson of the Finance Committee.
- N. All committees shall report to the Board. The Chairperson and Lead Pastor may participate in any of the committees as an ad hoc member.
 - 1. Every effort should be made to avoid having someone serve on the Board and heading one of the Church's operational areas. Upon election to the Board they should work with the Board Chairperson to identify a replacement for the operational area they were heading.
 - 2. There shall be three standing committees: Finance Committee, Long-Range Planning Committee and the Membership Committee.
 - a. The Finance Committee, with the Treasurer serving as Chairperson shall prepare, maintain and track the Church budget for each calendar year.
 - b. The Treasurer, with the advisement/recommendation of the Board chair, will select a minimum of three (3) congregants to make up the Finance Committee
 - 3. The Long-Range Planning Committee shall prepare a long-range plan of one (1) year and five (5) years, or any other period of time as determined by the Board Chairperson and present this plan to the Board each year.
 - a. The Chairperson of each committee shall be selected by the Board Chairperson and will serve at the pleasure of the Board Chairperson.
 - 4. The Membership Committee members shall be appointed by the Board Chairperson. Involves the "care and feeding" of the Church membership;
 - a. News from the pews: good, bad or indifferent, what are they seeking in a Church?
 - b. Connect with members who have left or are talking of leaving;
 - c. Achieve a good balance of the needs for the different generational groups
 - i. Bring the generations together as "one Church".
- O. In the event of a vacancy on the Board, the Board Chairperson will recommend a replacement, subject to Board approval. This replacement will serve until the end of the term of the person he/she is replacing.

ARTICLE V - LEAD PASTOR

Qualifications: The Lead Pastor of this Church shall be an ordained minister of the Gospel of Jesus Christ, and accept the Mission of the Church.

- A. He/she shall subscribe to the Objectives, Statements and Covenants of the Church (available upon request through the Church office) and shall be recognized as having all rights of a member.
- B. Responsibilities: As defined in the job description which is on file in the Church office and in the Lead Pastor's signed employment agreement. The Lead Pastor is responsible for the Ministry Functions of the Church. The staff, both paid and volunteers required for this purpose will report to the Pastor. The Pastor and his staff will work with the Board Chairperson to inform and assure that a harmonious relationship with the congregation is maintained.
- C. Call of a Pastor: In the event the Church becomes without a Pastor, the procedure for selecting a Pastoral Search committee, which shall recommend a Pastor to the Church, shall be as follows:

The Pastoral Search committee shall consist of six (6) members, appointed by the Chairperson, and approved by the Board.

- 1. When the Pastoral Search committee has made its recommendation of prospective Pastoral candidates;
 - a. and the candidates have preached a sermon for at least two (2) Sunday mornings;
 - b. The congregation shall be notified via Sunday Service announcements, the Church bulletin, electronic mail service and all platforms of social media, no later than one week prior to the date for voting on a recommended candidate.
 - 2. The recommended candidates shall be voted on by secret ballot with all Church members 18 years of age or older.
 - 3. Votes must be cast within 72 hours of the announcement.
 - 4. He/she shall be called to serve indefinitely at the will of the Church.
- D. Termination of a Lead Pastor: In the event there appears the need to terminate the services of the Lead Pastor, the following action will be taken:
 - 1. The Board Chairperson and the concerned Church member/members shall meet with the Lead Pastor and in accordance with Biblical principles, they shall attempt to resolve the issues.
 - 2. If they fail to resolve the issues, the Board Chairperson shall convene a committee composed of one person appointed by the Board Chairperson, one person appointed by the Pastor and a third person from outside the Church as selected by those two appointed evaluators.
 - 3. The committee of three (3) shall then recommend appropriate action to the Church Board.
 - 4. The Board will recommend to the Church membership whether or not to terminate the Lead Pastor.
 - a. If a recommendation is made to terminate the Lead Pastor, a special meeting of the Church membership will be called with proper notice.
 - b. A secret ballot will be mailed to all active members 18 or older.
 - c. A simple majority of the votes cast will decide the outcome.

ARTICLE VI- ORDINATION

- A. Any qualified individual, who indicates to the Church that he/she are called of God to the ministry may be ordained. They must achieve the following steps:
 - 1. Make request known to the Lead Pastor.
 - 2. Previously licensed by April Sound Church or another Church.
 - 3. Examined as to calling by the Board and Lead Pastor.
 - 4. Recommended by Board and Lead Pastor to the congregation.
- B. Preach in the hearing of the congregation at least three (3) times.
- C. Approved by a simple majority of the membership present at an annual or a special meeting.
- D. Ordained publicly in a Church service designed for ordination.
- E. Elected by the congregation as Pastor shall constitute ordination in April Sound Church.

ARTICLE VII - CHURCH BUSINESS

- A. The Board Chairperson may call a special meeting of the Church membership by publishing such notice in the Church bulletin and social media avenues at least 14 days before such meeting.
- B. Determining Vote: a simple majority vote of those present;
 - 1. voting shall determine all motions of the membership.
- C. The Board Chairperson may call for an electronic vote via e-mail of all Board members for a simple majority vote of confidence on the issue in question.
- D. The Board has the authority, by majority vote, to replace the Board Chairperson or a Board member.
- E. The fiscal year of the Church shall begin on January 1st of each year.
- F. A business meeting of the Church shall be conducted the second Sunday of December each year.

ARTICLE VIII - CHURCH FINANCES

- A. The Treasurer will have oversight responsibility for all Church financial activities including, but not limited to:
 - 1. All payments approved by authorized personnel or authorized by the Board-approved Church budget.
 - 2. All money donated or raised by Church functions shall be turned over to the Treasurer for distribution or allocation as approved by the Board of Directors.
- B. The Bookkeeper receives day-to-day work direction from the Lead Pastor.
- C. The Lead Pastor will consult with the Treasurer concerning the performance of the Bookkeeper.
 - 1. The Bookkeeper receives direction and procedural guidelines from the Treasurer.
 - 2. The duties of the Bookkeeper shall be as assigned by the Treasurer.
- D. The Bookkeeper will be responsible for:
 - 1. accounting for all monies received and expended;
 - 2. assuring all deposits are credited to the appropriate Church bank account;
 - 3. all required payments are made in a timely manner.

- E. A reserve account will be maintained that is equal to a minimum of 90 days of the current year's budgeted Church operating expenses.
 - 1. In the event of unforeseen emergencies or in the event the Church's operating capital is insufficient to meet its required obligations, reserves may then be used with Board approval, until all obligations are met for the current year.
 - 2. Once all obligations are met, then the reserve must be re-established to the 90-day minimum reserve level.
- F. The Lead Pastor will present a proposed operating budget to Finance Committee.
 - 1. Once approved by the Finance Committee it will then be presented to the Board for approval.
 - 2. Once approved by the Board it is presented to the congregation.
 - 3. The Finance Committee shall maintain the Church budget tracking expenditures for each calendar year.
- G. The Treasurer shall designate individuals having signature approval on bank checking, reserves and mortgage accounts, with Board approval.

ARTICLE IX – FINANCE COMMITTEE

- A. The Finance Committee shall be responsible for action concerning contracts, loans, mortgages, releases, insurance coverage and other necessary legal papers related to the financial matters of the Church, but shall have no right to buy, sell or dispose of property belonging to the Church or act for the Church in any way except upon authorization by the Church Board.
- B. The Finance Committee shall be responsible for recommending special issues requiring planning, such as a building/repairs fund.
- C. All securities, goods-in-kind and extraordinary gifts (non-cash donations and bequeaths) to the Church must be reviewed by the Finance committee or other appropriate committees. All securities will be disposed of subject to the committee review and Board approval.
- D. Pursuant to initiation by the Finance Committee and consultation/approval by the Church Board, all contracts, loans, mortgages, releases and other legal papers, excepting bank checking, reserve and brokerage accounts, must be signed by the Board Chairperson and the Finance Chairperson.
- E. The Finance Committee in consultation with the Board Chairperson, shall review and amend/approve the draft budget presented by the Lead Pastor for review and discussion at the October Board meeting.
 - 1. Any revisions to the proposed budget shall be reviewed and approved in the November Board meeting and become effective beginning January 1 of the following year.
- F. All fundraising requests must be submitted to the Finance Committee for review and possible recommendation for consideration by the Board.
- G. All Church financial records shall be audited at least once every two (2) years or following a change in the Treasurer.

ARTICLE X - USE OF CHURCH FACILITIES

Use of the Church buildings and facilities shall be determined by the Church Board and the Lead Pastor and governed by established procedure on file in the Church office.

ARTICLE XI - BY - LAW AMENDMENTS

Amendments: If recommended by the Board of Directors, these articles may be amended as deemed necessary with the approval of simple majority of the members present in all services.

1. Such amendments are published in the Church bulletin for review for two (2) Sundays.
2. Any Church member, upon requesting or receiving a copy of existing/out-for-review to congregants of the Church By-laws, and has any concerns or ideas relative to possible changes, can make these known to the Church Board at the next Board Meeting.

ARTICLE XII - Dissolution

This corporation is organized pursuant to the general non-profit corporation law of the State of Texas; the property of this corporation is irrevocably dedicated to religious and charitable purposes.

Should a majority of the membership, present and voting, that abide by this constitution, elect, at any time when and for any reason, to discontinue or the Church cannot continue the work of the April Sound Church, and the property is to be disposed of, upon liquidation, dissolution or abandonment, all indebtedness is to be paid and the balance of the proceeds and value is to be given to another non-profit religious corporation, organized and operated for the furtherance of the full gospel message.

At the time of dissolution, the Board shall recommend for the approval by a majority of the membership, present and voting, a recipient non-profit organization whose principals agree in general with this constitution and doctrinal statement, and the proceeds shall not accrue to the benefit of any private person or individual.

Approved by Church Board February 26, 2013

Approved by congregation April 21, 2013

Approved by Church Board, June 25, 2019

Approved by congregation July 28, 2019

Approved by Church Board, March 16, 2021

Approved by congregation, May 2, 2021