

ROUGH DRAFT #2 DISTRIBUTED 2.19.2017

*****ASTERISKS DENOTE IMPORTANT REVISED WORDING FROM PREVIOUS ROUGH DRAFT**

In this rough draft development stage, grammar improvements and slight clarifications in wording with same meaning will be underlined but will not result in a new draft version

**Officers Article Proposed for
New Federated Constitution and Bylaws of Huff's Union Church Inc**
Sentences in italics are for information only and will not be part of final document.

ARTICLE 13 - OFFICERS

1. The officers of this corporation and congregation shall be President, Vice President, Secretary, and Treasurer. *(no financial secretary)*

- (a)** The officers must be active members of this congregation and at least 18 years of age.
- (b)** Officers of the corporation shall serve as the officers of the Church Council.
- (c)** No officer shall hold more than one office of the corporation at a time.

2. Nomination and Elections of Officers

(a) The Church Council shall elect the officers. Their terms shall begin at the close of the meeting after they are elected and serve for one year or until their successors are elected and assume their positions.

(b) A nominating committee shall be appointed by the Church Council president. This committee shall report at the Church Council meeting when election of officers will be held.

(c) The president shall be elected by the Church Council from among its members for a one (1) year term. The president may serve two (2) consecutive one year terms and with one year intervening may again be elected.

(d) The vice president shall be elected by the Church Council from among its elected members for a one (1) year term. The vice-president may serve up to five (5) consecutive one year terms and with one year intervening may again be elected.

(e) The secretary and treasurer shall be elected by the Church Council from among the active members of the corporation for a one (1) year term. If the secretary or treasurer are not an elected member of Church Council, they shall have voice but not vote at the meetings of the Church Council. The secretary and treasurer may serve five (5) consecutive one year terms and with one year intervening may again be elected.

(f) No person serving as treasurer of any board, organization, or committee shall serve concurrently as treasurer of the corporation.

3. Removal of Officers

Any officer may be removed by the Church Council if such action is in the best interest of the corporation. Any action of removal of an officer shall be by a 2/3 vote of the Church Council.

4. Vacancies

In the event that an office becomes vacant, the president, in consultation with the other officers of the Corporation shall arrange for the appropriate care of the responsibilities of the office until the election of a new officer by the Church Council can be held.

When the office of Treasurer becomes vacant, for any reason, the President shall have the books and accounts audited prior to the transfer to the successor.

5. Duties of Officers

(a) The president of the corporation shall be the chief executive officer of the corporation, and shall preside at all meetings of the corporation, and of the Church Council and shall generally perform those duties of a president of an organization.

(b) The vice-president, in the absence of the president, shall perform the duties and exercise the powers of the president, and shall perform such other duties as may be required from time to time.

(c) The secretary shall keep a record of all business transacted at all meetings of the corporation and of the Church Council, sign and send any correspondence as directed by the Council. In the absence of the secretary at any meeting, the president shall appoint a member of the corporation to serve as secretary at that meeting.

(d) The treasurer shall have the care and custody of all funds of the corporation other than those funds in custodial care of such corporate boards, committees, and organizations which are authorized by the Church Council to retain funds and keep records of such funds. The treasurer shall report on the status of the congregation's finances and serve on the budget committee and investment committee.

(1) All funds shall be deposited in the name of the corporation in such banking and investment institutions which are approved by the Church Council.

(2) The Church Council shall designate who shall sign all checks and notes.

(3) The treasurer shall promptly submit all records for review and/or audit as requested by the Church Council.