

CUCHARA CHAPEL CONGREGATION BYLAWS

ARTICLE I NAME

The official name of this organization shall be CUCHARA CHAPEL CONGREGATION.

ARTICLE II PURPOSE

The purpose of this organization is to provide opportunity for divine worship, Christian fellowship, and participation in projects of Christian service.

ARTICLE III MEMBERSHIP

The membership shall consist of those who profess a love of God and neighbor, who have concern for a place of worship at Cuchara, and, who have so signified by signing the membership roll.

- a. Members 18 years of age and over are entitled to vote.
- b. Any member of the congregation shall be welcome to appear before the Board of Directors to present any matter he or she may desire.

ARTICLE IV BOARD OF DIRECTORS

The Board of Directors shall consist of sixteen [16] directors, three [3] trustees, all chairs and coordinators listed in ARTICLE VIII, and the Secretary and Treasurer if these officers are selected from the congregation. [See ARTICLE V, a]

- a. Four directors shall be elected each year at the regular annual meeting of the congregation. Their term of office shall be for four years beginning September 1 following the election. A director having served a total of four [4] years shall be ineligible for re-election for a period of one [1] year.
- b. One trustee shall be elected each year at the regular annual meeting of the congregation for a term of four [4] years beginning September 1 following the election. A trustee having served a total of four [4] years shall be ineligible for re-election for a period of one [1] year.
- c. Any vacancy shall be filled by appointment by the Board Chair.
- d. The Board of Directors shall hold summer meetings in July and August. A Board of Directors workshop shall be held as soon as possible following the Annual Congregational Meeting. Meetings of the Board may be held at any other time as determined by the Chair.
- e. Board members present shall constitute a quorum.
- f. An administrative year shall begin September 1 and end the following August 31.

ARTICLE V

OFFICERS

The officers shall be a Chair, Chair-Elect, Secretary, and Treasurer and Financial Secretary.

- a. The officers shall be slated by the Nominating Committee. The Chair and Chair-Elect, at their time of their selection, shall be slated from the Board of Directors including the proposed new members. The Secretary and the Treasurer shall be slated from either the Board of Directors or from the congregation. If slated from the congregation, they shall be ex officio members with vote. The officers will be eligible for re-election each year. Their terms shall be for one administrative year beginning September 1 following the election. The Chair and Chair-Elect are eligible to serve two (2) one year terms. The Secretary and Treasurer and Financial Secretary are eligible to serve (4) one year terms.
- b. In the event of vacancy during the year, the Chair shall name a successor to fill the vacancy. c. Duties of the officers shall be those normally assigned to their respective offices. The Chair shall be an ex officio member with vote of all regular and special committees. The Chair shall be responsible for securing ministers for chapel services. The Chair-Elect shall be responsible for the form and coordination of services, securing a person to preside at each service, and perform such other duties as may be designated by the Chair.

ARTICLE VI

DUTIES OF TRUSTEES

The duties of the four [4] trustees shall be:

- a. Supervision of all property. Such duties as ongoing maintenance of the chapel building and chapel grounds shall be delegated to the Grounds and Building Committee, supervised by the trustees. The trustees shall conduct an annual inventory of assets and submit a detailed report to the Board of Directors at the August board meeting.
- b. Supervision of all finances, including an annual audit. The auditing committee shall submit its report at the August board meeting.
- c. Ongoing provision of insurance coverage as deemed appropriate by the Board of Directors, to be reported annually at the July meeting.

ARTICLE VII

FISCAL YEAR

The fiscal year of the Cuchara Chapel Congregation shall begin January 1 and end the following December 31.

ARTICLE VIII

COMMITTEES AND COORDINATORS

The following committees shall be appointed by the Chair of the Board of Directors to serve through the year beginning the next September 1. The chair of each committee shall be chosen from the members of the Board or the congregation. If chosen from the

congregation, the committee chair shall be a member of the Board of Directors. The committee chair or a designee shall make a committee report at the regularly scheduled board meetings.

- a. ALTAR Committee shall be responsible for the candles, floral and other decorations.
- b. FRIENDSHIP Committee shall be responsible for sending sympathy cards and get-well cards to members of the congregation.
- c. GREETER COORDINATOR shall secure greeters for each of the summer worship services.
- d. GROUNDS AND BUILDING Committee shall be responsible for the physical facilities, chapel grounds and Memorial Park.
- e. HISTORIAN shall keep annual records, photos, and various memorabilia of the activities held at the Chapel and the work of the Board.
- f. HOUSE Committee shall be responsible for the hiring and supervising of janitorial personnel, overseeing the scheduling of special events in the chapel and providing orientation for volunteers used in chapel special events.
- g. LANDSCAPE Committee shall select, purchase, plant, and maintain all landscape materials for the Chapel grounds and the Memorial Park.
- h. MEMORIALS Committee shall be responsible for acknowledging gifts, notifying families of those honored, and for keeping complete records of memorials.
- i. MUSIC Committee shall be responsible for providing organ and special music and for coordinating the same with the ministers.
- j. PUBLICITY Committee shall be responsible for posting notices of weekly services, providing information to all local publications, and posting notices concerning the annual meeting and annual scholarship awards.
- k. SCHOLARSHIP Committee duties are outlined in ARTICLE IX.
- l. SERVICE Committee shall be responsible for the ushers, hymnals, chairs, flags, candle lighters, and bell ringing.
- m. A NOMINATING Committee of three or more members from the Congregation shall be appointed by the Chair of the Board of Directors by the July meeting. Their duties shall be the selection of nominees for Directors and Trustees as required under ARTICLE IV, sections a and b. The Nominating Committee shall also select nominees for the Officers as outlined in ARTICLE V, section a. The Nominating Committee shall report its slate of nominees to the Board, prior to the Annual Meeting. Nominations for Directors and Trustees may be made from the floor at the Annual Meeting, provided that the person nominated has been contacted and is willing and able to serve, if elected.

ARTICLE IX

SCHOLARSHIP COMMITTEE

The Scholarship Committee shall have as its purpose the annual solicitation of scholarship applications from graduating seniors of Huerfano County high schools, the evaluation of those applications, and the awarding of scholarships to those deemed most worthy and most likely to become productive citizens.

The committee shall be composed of a chair and not less than three members, appointed by the Chair of the Board of Directors from either the Board or the

congregation. The committee chair shall be responsible for the dissemination of the scholarship information and applications.

ARTICLE X
ANNUAL MEETINGS

The Cuchara Chapel Congregation shall hold its Memorial Service on the first Sunday in August of each year and its regular annual meeting of the congregation on the second Sunday in August of each year after the 11:00 a.m. service. Special meetings of the congregation may be called at any time by the Chair.

ARTICLE XI
AMENDMENTS

These bylaws may be amended by a two-thirds vote of the members of the Board of Directors present at any regular meeting, and ratified by a majority of those voting at the Annual Meeting of the Cuchara Chapel Congregation.

ARTICLE XII
ASSISTANCE BY CONGREGATION

The Board of Directors and the Committee Chairmen shall actively seek the help of the Congregation in performing their duties. They will be active in inviting newcomers and others to attend religious services. They may also recommend potential Board members to the Nominating Committee, and they will seek opportunities to speak for Christ, particularly where it may appear most needed.

ARTICLE XIII
ORDER OF MEETINGS

Meetings of the Board of Directors and the Congregation shall be conducted under Robert's Rules of Order.

ARTICLE XIV
POLICIES AND PROCEDURES

The Board shall establish a "Policies and Procedures Manual" to be used by the Board and the various committees and coordinators. It may be reviewed and amended by the vote of the Board.

Amended September 20, 2014