

**BYLAWS OF
FIRST CHURCH OF CHRIST, SCIENTIST
FAIRFAX, VIRGINIA**

(Approved March 20, 2017)

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HISTORICAL SKETCH

On April 13, 1950, a group of Christian Scientists met for the purpose of discussing the formation of a Christian Science Society in Fairfax, Virginia. On Sunday, May 14, 1950 at 11:00 am, a Christian Science service was held in the Fairfax Town Hall with twenty-nine people in attendance.

Regular Sunday church services at the same location and time were complemented by the convening of a Christian Science Sunday School on June 11, 1950. The Sunday School was held in a small upstairs room of the Town Hall at the same hour as the church service.

Church services and Sunday School were held at the Fairfax Town Hall each Sunday at 11:00 a.m. until October 26, 1958. At this time, the group moved into a new church building, constructed on Old Lee Highway (Route 237), Fairfax, Virginia.

As a loyal branch of The Mother Church, The First Church of Christ, Scientist, in Boston, Massachusetts, this church is founded on the Rock, Divine Truth and Love, and the Spirit of our church government is embodied in the following extract from an article entitled "Christian Science Board of Education" by Mary Baker Eddy in *The First Church of Christ, Scientist, and Miscellany*, page 254:

"The Magna Charta of Christian Science means much, *multum in parvo*--(all-in-one and one-in-all). It stands for the inalienable, universal rights of men. Essentially democratic, its government is administered by the common consent of the governed, wherein and whereby man governed by his creator is self-governed. The church is the mouthpiece of Christian Science, - its law and gospel are according to Christ Jesus; its rules are health, holiness, and immortality, - equal rights and privileges, equality of the sexes, rotation in office."

BYLAWS

ARTICLE I - NAME

The name of this church shall be First Church of Christ, Scientist, Fairfax, Virginia.

ARTICLE II - PURPOSE AND ORGANIZATION

Section 1. Purpose.

The purpose of this church is to promote the truths of the Bible as taught and demonstrated by Christ Jesus and as explained through the writings of Mary Baker Eddy, and to help “reinststate primitive Christianity and its lost art of healing” in accordance with the *Manual of The Mother Church*, p. 17.

Section 2. Relationship to The Mother Church.

This church is a branch of The Mother Church, The First Church of Christ, Scientist, in Boston, Massachusetts. We acknowledge The Mother Church as the central governing authority of the Christian Science movement. This church will be governed by the *Manual of The Mother Church* by Mary Baker Eddy insofar as it applies to branch churches. The Tenets of The Mother Church are also the tenets of this church. (These tenets may be found on page 497 of *Science and Health with Key to the Scriptures* by Mary Baker Eddy.)

Section 3. Services and Activities.

This Church shall hold regular Sunday services and Wednesday evening meetings throughout the year in accordance with the provisions of the *Manual of The Mother Church*.

It shall hold Thanksgiving and Communion services as authorized in the *Manual of The Mother Church*. This church shall maintain a Reading Room (and/or contribute to the maintenance of a Joint Reading Room), and sponsor at least one lecture per year.

Section 4. Dissolution.

If this branch church should dissolve, all funds remaining after payment of obligations will be dispersed as directed by the membership at the time of dissolution, provided that the dispersal of funds goes to organizations that ultimately serve the cause of Christian Science.

ARTICLE III – MEMBERSHIP

Section 1. Eligibility and Qualifications.

To qualify for membership in this church, an applicant must fulfill the following duties:

- Promise to practice the Golden Rule, to love and support the members of our church, and to consistently work from the basis of this statement, “The vital part, the heart and soul of Christian Science, is Love.” (*Science and Health with Key to the Scriptures*, page 113:5-6)
- Agree to seek spiritual growth and a fuller understanding of spiritual healing through the honest study and demonstration of the ideas contained in the Bible, *Science and Health with Key to the Scriptures*, the *Manual of The Mother Church* and other writings of Mary Baker Eddy, and the Christian Science Bible Lessons.
- Acknowledge that seeking spiritual growth and healing also means seeking an upright, moral, law-abiding life, free from addictive substances and practices including recreational drugs and promiscuity.
- Have relied on Christian Science healing for at least one year.
- Agree to happily support our church financially and metaphysically; to joyfully attend services and meetings; and to stay involved in its day-to-day needs and operations.
- Have reached the age of 12.
- Have severed his/her relationship with any previous church or faith.

Section 2. Notification.

The Board shall provide a two-week notice to the membership of their intention to consider any applicant for membership or reinstatement.

Section 3. Application for Membership by Transfer from Another Christian Science Branch Church or Society.

(a) The Executive Board (hereinafter referred to as *the Board*) may, at its discretion, receive applications from former members of a Christian Science Society or Church of Christ, Scientist who present a letter of withdrawal in good standing from such Society or Church which is dated within the past two years.

(b) Such applicants shall be afforded the opportunity of reading the bylaws of this church prior to an interview with the Board, or with the Membership Committee, if one has been established.

(c) After such applicants have been interviewed and have indicated a sincere willingness to uphold these bylaws, and the Board approves their membership unanimously by Board members present and voting, they shall enter into membership. If the Board does not approve their membership unanimously, the question shall be referred to the membership as a whole at the next appropriate business meeting, where a majority vote of members present and voting shall be sufficient to approve the application.

Section 4. Application for Membership Other than by Transfer.

(a) Application for membership must be accompanied by sufficient evidence of severance of membership from the church/religion to which the applicant previously subscribed.

(b) Such applicants shall be afforded the opportunity of reading the bylaws of this church prior to their interview.

(c) After such applicants have been interviewed and indicated a sincere willingness to uphold these bylaws, and have been approved by a unanimous vote of the Board (members present and voting), they shall be admitted into membership. If not approved by the Board, the question shall be referred to the membership, where a majority vote (members present and voting) shall be required to approve the application.

Section 5. Membership Objection (for any prospective candidate, whether by transfer, other than by transfer, or reinstatement).

If a member desires to object to an applicant, he shall file such objection in writing with the Board before the Board meeting at which the applicant is to be considered. The applicant shall be given a hearing by the Board as soon as possible with the intent to resolve the objection. After consideration of the evidence, the Board shall either accept or reject the applicant by a majority vote of Board members present and voting. If accepted, the applicant shall be informed by the Board.

Section 6. Entrance into Membership.

Each person admitted to membership shall sign the church register and be welcomed by the church membership after a Sunday service.

Section 7. Withdrawal.

Any member desiring a letter of withdrawal shall make application to the Board in writing, preferably stating the reason for withdrawal. The Board shall issue letters of withdrawal to members in good standing who request such letters.

Section 8. Reinstatement.

A person whose membership with this church has been withdrawn, but who desires to reunite with it, shall be required to make application to the Board for reinstatement. If approved by unanimous vote of the Board members present and voting after an interview, the applicant will be admitted to full membership at once. If the Board vote is not unanimous, then the question will be referred to the full membership. A majority vote of the membership present and voting shall approve reinstatement.

Section 9. Duties.

Once admitted, members are asked to continue to pursue the duties of membership outlined in Section 1. These duties are summarized here:

- (1)** Promise to practice the Golden Rule
- (2)** Agree to seek continued spiritual growth
- (3)** Acknowledge that spiritual growth includes seeking a moral and upright life
- (4)** Agree to continue to rely on Christian Science in their daily lives
- (5)** Agree to happily support this church financially and metaphysically and to joyfully attend services and meetings.

ARTICLE IV - DISCIPLINE

Section 1. Willful Neglect of Church Duties, Including Inactivity.

If the Board of this church perceives that any member is willfully neglecting or has turned away from an honest pursuit of the duties stated in Section I from Article III, or has made false representations in the interview process, or becomes essentially inactive for a period of one year or more, or where the Board believes that the reputation or integrity of the church are in jeopardy as the result of a member's conduct, the Board may, in the spirit of true Christianity, and in strict confidence, approach that member to determine if the bond uniting them with the church can be repaired/restored. If the Board determines that the relationship cannot be restored, but the member is unwilling to resign from the church, that member may be suspended (designated "inactive") or dropped from membership altogether by a unanimous vote of the Board. When a unanimous Board decision cannot be reached, the direction of the membership may be sought at a business meeting, where a 2/3 vote of the membership present and voting is required to either suspend or drop a member.

Section 2. Notifications.

Notifications of suspension or removal from church membership shall be made by registered mail.

Section 3. Suspended Member.

Any member of this church who is under suspension by the Board shall surrender all keys and all church properties, refrain from any and all participation in committee work, and shall not be eligible to receive notices of church activities nor attend any church meetings for members only. Suspended members may be readmitted to active status by unanimous vote of the Board and by a 2/3 vote of the membership (present and voting).

Section 4. Membership Authority.

The membership of this church may suspend or drop a member from membership upon a 2/3 vote by members voting at a business meeting

ARTICLE V - OFFICERS

Section 1. Designation.

The officers of this church shall consist of a Board of five (5) members, a Presiding Officer, a Clerk, a Treasurer, three (3) Trustees, and First and Second Readers. The Clerk and the Treasurer offices may be combined into a single Clerk-Treasurer, or may be augmented by an Assistant Clerk or Assistant Treasurer.

Section 2. Qualifications.

All officers shall be members in good standing of this church and of The Mother Church. No member shall serve in more than one elective office at one time, with the exception that any officer may also be a Trustee.

Section 3. Board.

(a) Election.

(1) The Board shall be elected individually, by ballot, a majority vote of members present and voting being required for election.

(2) As terms expire, replacement members for retiring Board members shall be elected annually at a membership meeting for this purpose on the second Monday in February, each for a term of three years. Board members should not be related by blood or marriage. A Board member who has served for a year or more shall not be eligible for re-election until the same number of years served has elapsed since he or she last served on the Board.

(b) Assuming Office.

(1) All members of the Board shall take office immediately after election.

(2) A Chairman and Vice Chairman shall be elected annually by the Board immediately after the annual election of officers. If the Chairman and/or Vice Chairman are unable to continue serving in that capacity, then the Board will immediately elect replacements from its members.

Section 4. Presiding Officer

(a) Election.

The Presiding Officer shall be elected for a three-year term (beginning in February 2005). When required, the Presiding Officer shall be elected at the same meeting where Board members are elected, by a majority of members present and voting being necessary for election. Any Presiding Officer completing more than one year of a three-year term, shall not be eligible for re-election until a period of time equal to the time served as Presiding Officer shall have elapsed after he/she has left that position..

(b) Assuming Office.

The Presiding Officer shall take office at the meeting next succeeding his election.

(c) Duties.

The Presiding Officer shall preside at all church business meetings and at such other membership meetings as the Board may request.

Section 5. Trustees under the Statutes of the State of Virginia.

(a) Election.

This church shall elect three (3) Trustees, individually, by ballot, a majority vote of members present and voting being necessary for election. These Trustees shall hold office at the will of the church or until their successors are elected, which may be at any regular or special meeting of the church.

(b) Court Appointment.

Within a month after the election of a Trustee, the Clerk of this church shall request the Fairfax County Court to appoint the person so elected, according to law.

(c) Authority.

(1) Title to all the real property of the church, books, furniture, and other chattels shall be vested in these Trustees. The Trustees shall take title to real property, books, furniture, and other chattels acquired by duly authorized purchases, gifts, or bequests. The Trustees shall hold such property in trust for the use and benefit of the church as required by the statutes of the State of Virginia governing ecclesiastical property, fulfilling the requirements of the law, and keeping an up-to-date inventory (April 30 of each year). Notice of any acquisition and all papers pertaining to same shall be given to the Trustees promptly.

(2) The Trustees shall have no authority to sell, lease, or otherwise dispose of any of the said property except under authority specially conferred by a majority vote of the members who are of legal age, present and voting at a business meeting.

(3) The Trustees of the church shall receive guidance from the Board before taking any action with respect to church property. In this regard, the Board shall, in situations wherein the membership of this church has expressed an intention at a regular business meeting, be guided by the expressed intention of the membership.

Section 6. Readers.

(a) Election.

Readers shall be elected individually, by ballot, a 2/3rds majority vote of members present and voting being necessary for election. When required by expiring terms, Readers will be elected at an election meeting that will take place on the second Monday in January.

(b) Qualifications.

The Readers of this church shall possess the qualifications and perform the duties prescribed for them respectively in the *Manual of The Mother Church*, Article III.

(c) Eligibility.

Any individual who has not served as an elected Reader in this church or any other Church of Christ, Scientist, or Christian Science Society within four years at the start of the elected term shall be eligible for election as Reader in this church. Any member may be elected to fill an unexpired term of one year or less, as long as they meet the qualifications in 6(b) above.

(d) Assuming Office.

Readers shall take office on June 1 next following their election, except in the case of election to an unexpired term, in which case the office should be assumed as soon as possible.

(e) Reader Terms.

Readers shall be elected to a term of two (2) years; however, at any time prior to the next regularly scheduled Election of Readers meeting, any Reader may advise the Board of their willingness to extend their term for one (1) additional year. The option to extend for an additional year shall also be extended to any Reader elected to fulfill an unexpired term of one (1) year or greater. In no case shall an elected Reader serve longer than three (3) consecutive years.

Section 7. Vacancies.

A vacancy in any elective office shall be filled by election at any regular or special meeting of this church, called by the Board as soon as practicable after such vacancy occurs, but no more than 6 months from the date the office was vacated.

Section 8. Clerk and Treasurer. The Clerk and the Treasurer, or a combined Clerk-Treasurer, shall be appointed by the Board. It shall be the duty of the Clerk and the Treasurer to bring to the attention of the Board matters relevant to their respective offices. The Board may, at its discretion, appoint an Assistant Clerk and an Assistant Treasurer as well. The length of term for all these officers shall be at the discretion of the Board.

Section 9. Rotation in Office.

All elections and appointments shall be made with due reference to the rule of rotation in office, as discussed in *The First Church of Christ, Scientist and Miscellany* by Mary Baker Eddy, pages 254 and 255.

Section 10. Reader Election Sequence.

- (a)** The first election will be for Sunday First Reader. This election shall proceed as detailed in Section 11, Procedure for all Elections.
- (b)** The second election will be for Wednesday First Reader. The Presiding Officer shall ask the just-elected Sunday Reader if he/she would be willing to stand for this office as well. If the answer is "yes" then this Reader is now deemed to be elected to the Wednesday post. Otherwise, he/she is judged ineligible for this post, but may serve as an alternate/substitute on Wednesdays. This election shall proceed as detailed in Section 11, Election Procedure.
- (c)** The next election shall be for Second Reader. This election shall proceed as detailed in Section 11, Election Procedure.

Section 11. Procedure for all Elections.

- (a) First Ballot.** The names of all persons receiving one or more votes shall be read in alphabetical order.
- (b) Second Ballot.** The names of the five persons receiving the highest number of votes shall be read in alphabetical order.
- (c) Third Ballot.** The names of the four persons receiving the highest number of votes shall be read in numerical order with the number of votes received. This procedure shall continue until there is an election.
- (d)** If otherwise eligible for the office, any member may be voted for on any ballot, regardless of whether his or her name has been announced previously.
- (e)** If a tie on any ballot produces more than the number of nominees mentioned in the foregoing paragraphs of this section, such additional name or names shall be retained and read along with the other names.
- (f)** Members who cannot be present for an election meeting and do not wish to be considered for an office shall notify the Clerk before the start of the meeting, otherwise they shall be considered. A reminder of this rule shall be included in the call letter for any election.
- (g)** A list of members eligible to hold office shall be made available at any election for officers.
- (h)** All election votes shall be by written (secret) ballot.

ARTICLE VI - BOARD

Section 1. Board Responsibilities.

It shall be the duty of the Board to supervise the general activities of this church and care for its temporal and spiritual needs. It shall be guided by the expressed desires of the membership which is the ultimate governing authority. It shall also report its significant activities to the membership with the exception of private and confidential information.

Section 2. Board Meetings.

- (a)** The Board shall meet at least once each month. Three members of the Board shall constitute a quorum. All actions of the Board made outside of a Board meeting (i.e., via phone or email) shall be approved by at least three Board members.
- (b)** The Clerk of this church shall call the first meeting of the new Board directly after the annual Board election meeting in February and preside until a Chairman and Vice Chairman are chosen from among its members by ballot. The Chairman, or in his or her absence, the Vice Chairman, shall preside at all scheduled meetings of the Board.
- (c)** Only Board members and the Clerk may attend the meetings of the Board. However, in appropriate cases, the Board may invite one or more other individuals to attend Board meetings specifically to aid the Board with respect to the disposition of Board business. A church member may bring relevant church matters to the attention of the Board either by letter, email, or by contacting the Clerk.
- (d)** All communications concerning Board business, including business conducted at Board meetings, are confidential and shall be discussed with others only if such discussion is necessary in connection with the conduct of church affairs.

Section 3. General Authority.

The Board is authorized to make contracts and purchases; collect and disburse all money; authorize the Trustees to receive title to real property, books, furniture, and other chattels acquired by duly authorized purchases, gifts or bequests, according to the laws of the State of Virginia, provided the acquisition of real estate shall be first approved by a majority of the members, who are of legal age, present and voting, at a business meeting. The Board shall have oversight and care for all buildings and grounds.

Section 4. Substitute Officers.

The Board shall be responsible for providing suitable substitutes during a temporary absence of officers. Temporary appointments shall be made preferably from present or recently past elected officers. Substitute Readers shall be chosen, when possible, from those who have previously served as Readers. Such appointments shall not extend beyond six months.

Section 5. Annual Audit.

The Board shall task the Trustees to conduct an annual audit of all accounts of the church as of the fiscal year ending March 31. The results of such audit shall be reported to the membership by email or at the regular business meeting of the church the following June.

ARTICLE VII – EXPENDITURES AND BUDGET

Section 1. Definitions.

(a) Recurring Operating Expenditures are those normal and recurring expenditures made in the course of a year to operate the church and Reading Room, such as salaries, utilities, rent, taxes, lecture costs, insurance, etc., including individual maintenance and improvement expenditures up to two thousand dollars (\$2,000).

(b) Major Maintenance and Major Improvements are individual expenditures greater than two thousand dollars (\$2,000) made to maintain or improve church or Reading Room facilities.

(c) Budget - “An estimated schedule for expenditure of money in proportion to income.” – Webster’s New Concise Dictionary.

Section 2. Budget.

The Board ensures that a draft annual budget is prepared for each fiscal year. The church fiscal year is from April 1 to March 31st. The presentation, discussion and adoption of the budget will be the first item of business at the March Quarterly Business Meeting. Approval of the budget shall imply approval for payment of recurring operating expenditures included in the budget. However, the vote to adopt the budget shall not indicate approval of major maintenance or major improvement projects. Such projects must be approved by a separate vote or votes. Approval of all expenditures shall be governed by Article VII, Section 3.

Section 3. Expenditures.

(a) No expenditure shall be made or total obligation incurred to exceed two thousand dollars (\$2,000) except under authority conferred by a majority vote of the members present and voting.

(b) No expenditure shall be made or total obligation incurred to exceed five thousand dollars (\$5,000) per need except the membership first be notified of such a proposal in the call letter for the meeting.

(c) The membership shall be given adequate information (such as bids, samples, comparisons, or professional opinions) before voting for expenditures greater than five thousand dollars (\$5,000). Whenever possible, for expenditures over five thousand dollars (\$5,000), multiple bids should be sought and the results presented to the membership prior to a vote.

(d) A 2/3rds vote of members present and voting must approve each major maintenance or major improvement expenditure involving costs in excess of ten thousand dollars (\$10,000).

(e) In case immediate action is required to protect church property or maintain church services, and for which it is not practical to call a special membership meeting, a majority of the Board may certify that an emergency exists and authorize an expenditure of the amount necessary to meet the emergency. In the event that a majority of the Board is not available, other church members may be substituted for missing Board members in order to obtain the necessary number of people needed to certify an emergency and authorize an emergency expenditure.

ARTICLE VIII - COMMITTEES

Section 1. Establishing Committees.

The Board shall establish and dissolve permanent and/or ad hoc committees as needed or at the direction of the membership.

Section 2. Appointments.

(a) The Board shall appoint all committee chairmen and will also appoint an initial set of committee members from the active membership of the church. After that, committee chairmen may recruit members for the committee themselves, notifying the Clerk of any members who leave the committee and any new member who agrees to join. The one exception is the Sunday School, where any new teacher must be proposed by the Sunday School Superintendent and then be appointed by the Board by a majority vote of Board members present and voting.

(b) Each committee shall have a vice chairman whom the chairman shall select from the committee members.

(c) Pupils of the Sunday School (who are not also church members) may be appointed by the Board to serve on church committees.

Section 3. Committee Requirements.

(a) Each committee shall have at least one meeting in the committee year and shall present the Board with an informal report of their activities, as appropriate.

(b) All recommendations and formal reports from committees to be made to the church membership shall be submitted in writing and in advance to the Board. Reports to the membership shall be short and concise.

ARTICLE IX - BUSINESS MEETINGS

Section 1. Regular, Election, Special and Virtual Meetings.

(a) Regular Quarterly Business Meetings (QBM).

Quarterly meetings for the hearing of reports, election of new members and transaction of business shall be held on the second Monday in March, June, September and December, except that if the June meeting occurs on the date of the Annual Meeting of The Mother Church, it shall be held on the first Monday in June. If exigencies require another date for a particular meeting, the Board must select that new date and inform the membership expeditiously.

(b) Regular Election Meetings.

(1) Election of Readers. A meeting solely for the election of Readers shall be held on the second Monday in January, when there is a Reader whose term is expiring.

(2) Election of Officers. A meeting solely for the election of Board members, and, as required, a Presiding Officer, shall be held annually on the second Monday in February.

(c) Special Meetings.

Special meetings may be held at any time by a call of the Board or upon written, signed request of eight members in good standing. Whenever such a meeting is called for by the membership, the Board shall be obligated to call the meeting promptly. The object of the special meeting shall be stated in the call letter. Once a Special Meeting has been called, and at the discretion of the Board, other business may be conducted and should be included in the call letter.

(d) Virtual Meetings.

Regular, Special, and Emergency Meetings may be virtualized at the Board's discretion when weather or other exigencies make such a meeting advisable, or an urgency exists which requires a quick decision/vote on church business. Virtual Meetings may be conducted, provided:

(1) The Board announces the meeting with a call letter sent to all members.

(2) The Board establishes a virtual method for the meeting, such as email, web audio conference, web teleconference, telephone conference call, Skype, chat or some other form of virtual connection.

(3) All necessary notes, reports, and information are sent to the membership in advance to inform their decision-making.

(4) A quorum is set; a genuine effort is made to contact all members who are

not on email in order to include them in the process; and a date and time is set for the close of voting.

(5) The results of the meeting are conveyed immediately to the membership.

Virtual meetings should not be considered when the issue(s) to be taken up are complex or where it appears that members will need a live forum to discuss opinions and consider alternatives.

(e) Holidays.

In the event that a regularly scheduled membership meeting falls on a legal federal holiday, then the meeting will be held on the first Tuesday following the legal federal holiday, or on another date selected by the Board.

Section 2. Notice of Meetings.

(a) All business meetings shall be announced at three consecutive services of this church immediately preceding the date of each meeting.

(b) Formal written notice of all quarterly business, election or special meetings shall be communicated to each member at least two weeks in advance of the meeting.

This notice shall contain:

- 1)** the names of any applicants to be voted on for membership
- 2)** any proposed bylaw amendments
- 3)** any proposals for expenditures of funds exceeding five thousand dollars (\$5000), and appropriate supporting data in accordance with Section VII 3 (c).
- 4)** major issues/questions to be discussed or voted on
- 5)** a copy of the proposed annual budget along with appropriate explanations (for the March QBM), and
- 6)** a list of all offices to be filled if the meeting is an election meeting.

If, in the event of the need for an emergency meeting, a written two-week notice of that meeting is not practical, then any feasible and expeditious means of notification shall be used.

(c) Notice of meetings shall include citations from the Bible, the *Manual of The Mother Church* and/or other writings by Mary Baker Eddy relating to church guidance.

Section 3. Quorum.

(a) A quorum consisting of 40% of the resident membership in good standing shall be necessary for the conduct of business. In this case "resident" shall mean members known to be currently residing within easy commuting distance of the church and not temporarily out of the area.

(b) In general, only members of this church shall be permitted to attend church business meetings. However, outside consultants, engineers, etc., may attend portions of business meetings in order to inform the membership.

Section 4. Order of Business.

(a) Quarterly Meetings shall follow this order:

1. Readings from the Bible and from the works of Mary Baker Eddy.
2. Silent prayer followed by the Daily Prayer from the *Manual of The Mother Church*, or the Lord's Prayer in unison.
3. Reading of Article VIII, Section I from the *Manual of The Mother Church*.
4. Approval of the minutes of the preceding meeting(s).
5. Communications.
6. Report of the Board.
7. Report of the Treasurer.
8. Reports of the Reading Room Librarian, Superintendent of the Sunday School, and other committees as needed.
9. Other Reports as required by the Board.
10. Unfinished Business.
11. New Business.
12. Announcements.
13. Remarks for the good of the church.
14. Audible repetition of the sixth tenet from page 497 of *Science and Health with Key to the Scriptures*, or the definition of Christian Science from page 1 of *Rudimental Divine Science*, both written by Mary Baker Eddy.

(b) Other Business Meetings, Board meetings, and all committee meetings shall open with items 1 and 2 and close with item 14.

Section 5. Rules for Procedure.

The rules contained in Robert's Rules of Order, Revised, shall govern the proceedings of all Board meetings, membership and committee meetings where they do not conflict with these bylaws. In case of conflict, these bylaws take precedence. All business, Board, and committee meetings shall operate under the rules of these bylaws, the *Manual of The Mother Church* and as a democracy.

Section 6. Rules for voting.

Except in the case of any election, where the voting shall always be by written (secret) ballot, voting for motions and amendments shall normally be by a voice or hand vote, as designated by the Presiding Officer. However, if before any vote, the chair receives a motion (and a second) to conduct a written (secret) ballot instead, then this motion will take precedence over any other business on the floor. No discussion is permitted, and a hand or voice vote on this motion shall be taken immediately. The vote for a written (secret) ballot must be approved by a majority vote of the members present and voting.

ARTICLE X - DUTIES OF CLERK AND TREASURER

Section 1. Clerk.

The Clerk, or a Board-appointed substitute, shall be present, act as secretary, and keep the minutes of all membership and Board meetings; shall maintain all church records; conduct all correspondence on behalf of the church; and perform such other duties as usually pertain to this office. This includes maintaining:

(a) a current list of members, committees, committee members, and committee chairmen.

(b) a current and past list of officers and dates served

(c) all church mail and email

(d) church calendar

(e) necessary church records

Section 2. Treasurer.

The Treasurer, or a Board appointed substitute, shall--

(a) Receive from the Collection Counting Committee a worksheet of all contributions and a bank receipted copy of funds deposited in a bank designated by the Board.

(b) Prepare a ledger sheet of all receipts and disbursements at the close of each calendar month and present it to the Board.

(c) Report to the membership at quarterly business meetings, and present an unaudited Annual Report at the March meeting.

(d) Make all disbursements by check co-signed by a member of the Board and the Treasurer or Assistant Treasurer.

(e) Submit to an annual audit performed by the Trustees.

The Treasurer and any Assistant Treasurer shall be bonded, and the premiums for said bond shall be paid by the church.

ARTICLE XI - SUNDAY SCHOOL

Section 1. Establishment.

A Sunday School shall be maintained by this church in accordance with the provisions in Article XX Sections 1-3, of the *Manual of The Mother Church*.

Section 2. Officers.

A Superintendent, Assistant Superintendent, Clerk, and teachers shall be appointed by the Board from among the members of this church who are also members of The Mother Church. The Superintendent, Assistant Superintendent and the teachers for the more senior classes shall be Class-taught by an authorized teacher of Christian Science, whenever possible.

Section 3. Duties of Superintendent.

The Superintendent of the Sunday School shall have charge of the exercises of the Sunday School and enforce the rules and regulations prescribed by the *Manual of The Mother Church*.

Section 4. Records.

Student records shall be kept by the Clerk of the Sunday School.

ARTICLE XII - READING ROOM

Section 1. Establishment.

A Reading Room shall be established and maintained by this church in accordance with the provisions in Article XXI and Article XXV, Section 7 of the *Manual of The Mother Church* by Mary Baker Eddy.

Section 2. Staff.

A Librarian, and if needed an Assistant Librarian, shall be appointed by the Board from the membership of this church. The Librarian and Assistant Librarian shall also be members of The Mother Church. The Librarian shall be chairman of the Reading Room committee. If a suitable Reading Room Librarian cannot be found within the membership of this Branch Church, then the Board may hire a suitable Librarian from outside of the church membership, provided that person is a member of The Mother Church and is a member in good standing of a Christian Science branch church. The Board may appoint more than one Assistant Librarian.

Section 3. Duties of the Librarian.

The Librarian shall have charge of the Reading Room, enforce the rules and regulations prescribed in the *Manual of The Mother Church*, keep the records of the Reading Room, send orders to the Publisher's Agent, to the Publishing Society, and other suppliers, and keep the Board informed of the activities and needs of the Reading Room. The Librarian shall be prepared to submit to an annual accounting of the funds by the Trustees.

ARTICLE XIII - AMENDMENTS TO BYLAWS

Section 1. Proposed Amendments.

Amendments or additions to these bylaws may be proposed by: (1) the Executive Board, (2) a petition signed by eight members in good standing, (3) a motion from the floor at a QBM, seconded, and passed by a simple majority of members present and voting, calling for a particular Amendment to be proposed for voting at the next QBM.

Section 2. Amending Proposed Amendments.

Proposed bylaw changes being considered at a meeting, (due notice having been given), may be amended for clarification, provided that all amendments to proposed bylaw amendments which change the character or degree of the amendment shall be ratified by a 2/3rds vote of the members at the next succeeding business meeting. Otherwise, a simple majority shall be sufficient for amending proposed bylaw changes.

Section 3. Notification.

The proposed bylaw or amendment shall be included in the call letter to the meeting at which the amendment is to be considered.

Section 4. Ratification.

A 2/3rds vote of the members present and voting shall be necessary to amend these bylaws.

ARTICLE XIV - INSTRUCTION AND REMOVAL OF OFFICERS

Section 1. Board members, Readers, and Trustees serve at the pleasure of the membership. Board members and Trustees may be removed or instructed by a majority vote of the membership present and voting at any business meeting regardless of whether the subject of instruction/removal was listed in the call letter. Similarly, Readers have the privilege of conferring with the Board, and may be instructed by a majority vote of the membership or removed altogether by a 2/3 vote of the membership present and voting. If an officer is removed, the Board must name a substitute immediately, and a replacement must be voted into office within 6 months.

Section 2. Committee chairmen and representatives serve at the pleasure of the Board and may be removed or instructed by a majority vote of the Board members present and voting.