

**Lake Superior Interfaith Community Church**  
*Duluth, Minnesota*  
**CONSTITUTION AND BYLAWS**

**PREAMBLE**

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Lake Superior Interfaith Community Church grows through attraction by nourishing and affirming all persons in a supportive community. LSICC is committed to growth by offering our congregation and our community a house of prayer and meditation and to lighting the path to learning, healing, and empowerment.

**Article I - NAME**

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The name of this Church shall be Lake Superior Interfaith Community Church.

**Article II - VALUES AND OBJECTIVES**

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Lake Superior Interfaith Community Church values diversity in beliefs and independence in ideas and emphasizes a tolerant, personalized, multi-cultural spiritual experience in a relaxed and welcoming atmosphere.

LSICC endorses the following objectives:

- diversity of thought and experience of humankind, including tolerance of the ideas of others;
- encouragement of broad cultural, individual and intellectual interests;
- sharing the literature and music of all spiritual traditions in educational programs, participatory Sunday services, and in fellowship; and
- providing opportunities for individual healing and growth in the form of workshops, lectures, groups, and private readings.

LSICC believes that growth is an individual process. Spiritual Growth through self-understanding, healing and self-empowerment can best occur in an atmosphere of acceptance and mutual respect.

**Article III - MEMBERSHIP**

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Any person, eighteen (18) years of age or older, who is in agreement with the Mission and Vision of LSICC and will harmoniously participate with this Church can become a member by:

- filling out and signing the application for membership,
- making an annual donation, and
- complying with the terms of our Constitution and Bylaws.

All currently paid members may vote in the annual election of Board Members and on any other matters put to the membership.

**Initials:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Initials:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Article IV - OFFICERS**

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The Officers of the Church shall consist of a President, Vice President, and seven (7) Trustees, who shall be elected by ballot at the Annual Meeting of the voting members of the Church. The Officers must be active voting members of this Church. A nominating committee shall put forth a slate of candidates. Nominations shall also be accepted from the floor.

**Article V - TERMS OF OFFICE**

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Elected Positions	Term of Office	Number of Consecutive Terms Possible
President Two members may run as Co-President to share duties and responsibilities, but they must act as a singular President when presiding and voting.	2 years [followed by 1 year as advisor to incoming President ( <i>ex officio</i> )] *	One (1)
Vice-President	1 year	Three (3)
Trustees**	2 years	One (1)

\*If the outgoing President cannot complete his/her *ex officio* term as advisor, the Board shall appoint another former President to complete that term.

\*\*Three Trustees shall be elected the same year as the President to ensure that no more than 50% of the Board is elected in any year.

All Board Members may run again after a maximum stay on the Board following a one-year absence from the Board. Members of the Board shall elect their own Secretary and Treasurer.

**Article VI - ANNUAL MEETING**

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The membership of the Church shall meet annually in conjunction with the September Board meeting. At the meeting they will consider the minutes of the previous Annual Meeting, review the year-end financial statements, elect members to the Board of Trustees, and consider any other business appropriate to the general membership. No Quorum is necessary, but notice of the meeting must be communicated by US mail to each member at least two (2) weeks prior to the meeting and also announced at the weekly service. Proxies are not allowed.

Initials: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Initials: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Article VII - BOARD MEETINGS**

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The Board of Trustees will meet regularly each month at a time and place determined by the Board. The Order of Business for regular Board meetings shall be:

- Opening prayer/intent
- Reading of Mission Statement
- 1) Minutes
- 2) Standing Committees & Reports – including Financial Reports
- 3) *Ad Hoc* Committees Reports
- 4) Old Business
- 5) New Business

The Board will conduct their meetings in accord with Robert's Rules of Order. Each Board member will be provided an Agenda prior to any scheduled meeting. A quorum shall be 51% of the Board. An organizational meeting can be scheduled by the incoming President/Co-Presidents after the election to schedule future meetings and perform any transitional items necessary.

Special meetings of the Board may be convened by the President upon documented notice to all Board Members. Any member of the Church may request a special meeting of the Board for a specific purpose by appeal in writing to the Board of Trustees, who may then call a special meeting. Items of business not on the agenda may only be considered by unanimous consent.

Members of the Church may attend Board meetings, and the Board may appoint others to serve on the Board as *ex-officio* members without vote. Any member of the Church may bring suggestions or concerns before the Board, either by written notice or personal appearance, as new items of business.

The Board may fill any vacancy on the Board by a two thirds (2/3) vote of Members present at any Board meeting. The term of such appointment shall be for the remainder of the original term.

Minutes of the Board meeting will be posted after their approval or revision following the next Board meeting.

Initials: \_\_\_\_\_  
Date: \_\_\_\_\_  
Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

## Article VIII - DUTIES OF OFFICERS

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**President:** The President shall be responsible for:

- presiding at all Board meetings and weekly services of the Church;
- selecting and scheduling speakers;
- receiving, communicating and confirming requests to use Church space; and
- overseeing the general affairs of the Church.

**Vice President:** The Vice President shall perform all the duties of the President in his/her absence and is responsible for scheduling the healing meditations.

**Secretary:** The Secretary shall:

- have charge of the secretarial work at all meetings of the Church, including taking minutes;
- prepare and keep on file both digital and hard copies of all records and accounts of the Church;
- attend to the Church's correspondence; and
- perform such other duties not in conflict with the Constitution and Bylaws as the Officers shall direct.

**Treasurer:** The Treasurer, with the assistance of a bookkeeper, shall;

- take charge of accounting for all property and monies belonging to the Church;
- pay out money only when the Board of Trustees votes to pay bills, with the exception of routine expenses;
- submit monthly financial reports with budget comparisons; and
- prepare the financial report for the Annual Meeting.

**Trustees:** The Officers of the Church, together with the Trustees, shall comprise the Board of Trustees.

Also, the **Board President, Vice President and Treasurer** shall create and submit an Annual Budget to the Board of Trustees.

<b>Initials:</b>	_____	_____	_____	_____	_____
<b>Date:</b>	_____	_____	_____	_____	_____
<b>Initials:</b>	_____	_____	_____	_____	_____
<b>Date:</b>	_____	_____	_____	_____	_____

**Article IX - COMMITTEES**

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The functional categories for committees in stewardship and service to the Church are Governance, Finance, Building and Grounds, and Spiritual Matters. Committees are formed as needed to fulfill the functions of these categories. Each committee shall have at least one (1) Member of the Board of Trustees as a member. Each standing committee should recruit members for working groups and teams which support the needs of the Church within the responsibilities of the committee.

- A. Governance**
  - Executive / Retreat / Agenda / Scheduling
  - Nominating
  - Meetings
  - Constitution and Bylaws
  - Records / Minutes
- B. Finance**
  - Budget
  - Monthly Reporting
  - Audit
  - Fundraising
- C. Building and Grounds**
  - Capital Improvements
- D. Spiritual Matters**
  - Communication
  - Membership
  - Fellowship
  - Music
  - Kitchen
  - Social Action
  - Healing
  - Education
  - Children

Committee members need not be members of the Church but should appear to uphold Church principles and have an obvious interest in Church activities.

Special (*ad hoc*) committees may be appointed by the Board.

The President is an *ex-officio* member of each committee.

Initials: \_\_\_\_\_  
Date: \_\_\_\_\_  
Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

**Article X - AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

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The Constitution and Bylaws of Lake Superior Interfaith Church can be amended at the annual meeting of the membership, by a vote of two-thirds of those present at the Annual Meeting, provided the amendment was made available to all members in advance. Any proposed change must be submitted in writing with the regular agenda. Proposed Constitution and Bylaws revisions may be submitted by the Board of Trustees at the Annual Meeting for approval by membership provided the membership has been notified prior to the regular meeting and comment periods are provided in the Board Agendas for the two preceding months.

Each amendment OR revision must be documented in the Constitution and Bylaws with the date and signatures by the Board after approval by the membership. A permanent record of LSICC Constitution and Bylaws changes will be kept in the Church files.

Each page of the Constitution and Bylaws will be numbered and dated. Each Trustee will initial and date all pages except for the final page, which they shall sign and date.

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>	<i>Title</i>
Jean Captain	_____	_____	Co-President
Jasmine Phoenix	_____	_____	Co-President
J D Durward	_____	_____	Vice President
Carolyn Brooks	_____	_____	Treasurer
Carol Gieseke	_____	_____	Secretary
Lisa Cerri	_____	_____	Trustee
Sharon Gustafson	_____	_____	Trustee
John Istad	_____	_____	Trustee
Kate Pearson	_____	_____	Trustee
Walter Sipila	_____	_____	Trustee