

**BY-LAWS**  
**OF EASTERN HILLS BIBLE CHURCH, MANLIUS, NY**  
**Membership approved 06/12/2022**

**ARTICLE I - NAME**

The name of the church shall be EASTERN HILLS BIBLE CHURCH.

**ARTICLE II - INCORPORATION**

The church is incorporated under Article 10 of the Religious Corporations Law of the State of New York.

**ARTICLE III - PURPOSE AND MISSION**

Section 1. PURPOSE

The purpose of Eastern Hills Bible Church is to glorify the only true God, the God of Abraham, the Creator of all things, the Father to all who believe in His only begotten Son, Jesus Christ, as their Lord and Savior, and whose Holy Spirit inspired the Holy Scriptures (The Bible), and now indwells each believer.

Section 2. MISSION

The mission of Eastern Hills Bible Church is to reach out as servants of Christ while proclaiming Him to the world, draw together into caring relationships all those seeking to follow and believe in Christ, teach the Scriptures, and encourage one another toward a life of obedience and praise to God. (\*1994)

**ARTICLE IV - MEMBERSHIP**

Section 1. QUALIFICATIONS (\*2003-1)

All persons, who apply for membership, have received by faith the Lord Jesus Christ as personal Savior and have subsequently been baptized by immersion and, upon examination, are approved by two-thirds of the Elders, shall be deemed members.

With Pastoral consent, other forms of water baptism may be substituted for baptism by immersion in cases where:

1. Such baptisms are made after-conversion, and previous to coming to Eastern Hills, and where such baptism was considered, on the part of the individual, as a public confession of their faith; or
2. In cases where an individual, after coming to Eastern Hills, is not capable of immersion for some specific reason (special needs, wheelchair, etc.). (\*1998)

#### Section 2. INVOLUNTARY TERMINATION

A member may be dropped, or expelled, from the membership by two-thirds of the Elders, after two weeks notice has been given to the person whose expulsion is proposed.

#### Section 3. VOLUNTARY TERMINATION

Any member may have their name removed from membership by making a request. The Board of Elders may grant a letter of recommendation to such a person.

#### Section 4. QUALIFICATIONS FOR A VOTING MEMBER (\*2005-1)

Only members, 18 years of age and older, who have been in regular attendance at worship services, have signed the Statement of Faith, and who have contributed regularly to the support of the church, as determined by the Board of Elders, shall be entitled to vote.

### **ARTICLE V - OFFICERS**

#### **Section 1. ELDERS**

##### A. MEMBERSHIP

The Board of Elders shall be composed of six men, filling a three-year term. Two terms shall expire each year, and must be filled by election. No one shall serve more than five consecutive years on the Board of Elders. (\*1997-1)

##### B. ELECTION

Election shall occur at the Annual Meeting of the membership. The Nominating Committee shall present nominees who are voting members for each vacancy on the Board of Elders; see Article V, Section 4, C. Additional nominations may be made from the floor, provided the proposed nominees are voting members, and meet the qualifications of Article IX and Article IV Section 4.

Each voting member present at the Annual Meeting, shall prepare a single ballot by entering thereon the names of as many nominees as there are vacancies to be filled. Those

nominees, receiving the greatest number of votes, shall be declared elected if each has received votes in excess of one-half the number of ballots cast. Balloting beyond the first ballot, if required, shall consist of those nominees who have the greatest number of votes, the number of nominees not exceeding twice the number of remaining vacancies. In the event of a tie, for a nominative position or vacancy, a run-off election shall be held between the nominees so tied.

#### C. OFFICERS

The past Chairman of the Board of Elders shall call a meeting of the new Board immediately following the annual election of new Elders. At this meeting, the first order of business shall be the election of a Chairman, Vice-Chairman, and Secretary. (\*2018-1)

Chairman - It shall be the duty of the Chairman to preside at all meetings of the Board of Elders and perform all such duties as prescribed by law. The Chairman shall have authority to sign all legal documents and papers on behalf of the Board of Elders, and general membership. (\*2018-1)

Vice-Chairman - The Vice-Chairman shall exercise the powers of the Chairman in the absence of said Chairman.

Secretary - The Secretary shall keep full, true and accurate Minutes of the proceedings of the Board of Elders and of the membership.

#### D. VACANCIES

Vacancies in the offices of Chairman, Vice-Chairman, or Secretary, shall be filled by a majority vote of the Elders at a duly convened meeting. Vacancies on the Board of Elders shall be filled by a majority vote of the Elders. The appointee shall serve until the next Annual Meeting, at which time the unexpired term shall be filled by election.

#### E. MEETINGS

The Board of Elders shall meet at times and places, subject to notice, to be fixed by the majority vote thereof. All business, of the Board of Elders, will require a quorum of four and shall be conducted by majority vote of all Elders present. A tie vote preserves the status quo.

#### F. TERMINATION OF MEMBERSHIP

Any member of the Board of Elders may resign. He may be dismissed in either of two ways: (1) two-thirds vote of the total Board of Elders or (2) three-fourths vote of the general membership present and voting at any Annual or Special Meeting.

## G. DUTIES

### The Board of Elders shall:

1. Have all the duties and responsibilities given to the Board of Trustees by the Religious Corporation Laws of the State of New York.
2. Have all the powers fixed by law.
3. Have final authority and responsibility in every area of the life of Eastern Hills Bible Church not reserved for the general membership.
4. Present a complete budget, for the coming year, to the membership for approval at the Annual Meeting. This budget shall include all aspects of church finances including, but not necessarily restricted to, salaries, building and facilities, and missionary giving.
5. Make sure that there is an orderly and authorized disbursement of monies, including, full and accurate accounts of receipts and disbursements, in books to be maintained for that purpose. (\*2018-1)
6. Have the exclusive authority and responsibility to establish special funds to be used for specific ministry purposes. (\*2018-1)
7. Recommend pastoral candidate(s) for membership of the Pastoral Leadership Team. (\*2022-1)
  - A. Any Pastoral Leadership Team candidate shall be presented to the membership for approval at a meeting with a  $\frac{2}{3}$  vote before becoming a member of the Pastoral Leadership Team. (\*2019-1)
8. Govern the Pastoral Leadership Team via Pastoral Leadership Team Expectations, Board/ Staff Relations, and Ministry Outcomes as described in the EHBC governance policies. Governance policies to be reviewed, revised as needed, and adopted annually. (\*2019-1)
9. Govern itself via Board Culture policies as described in EHBC governance policies. Governance policies to be reviewed, revised as needed, and adopted annually. (\*2019-1)
10. The Board of Elders shall have the authority and responsibility to appoint ad hoc committees to do activities not regularly handled by the Pastoral Leadership Team or the Board of Elders. (\*2019-1)

11. In the event no PLT member is available due to unforeseen circumstances (illness, resignation, incapacitation, in transition, or removal) the Board of Elders shall have the responsibility to temporarily assign PLT duties as their best judgment dictates.
12. Appoint individuals to count monies received in church collections, the objective being to have two individuals count the money in each collection. These individuals shall deposit the monies in the bank, and provide statements of monies deposited. (\*2018-1)

One individual shall be designated Financial Secretary and be responsible FOR coordinating the efforts of the group.

If an individual requests a copy of his/her giving record for a specified period, the Financial Secretary shall comply with the request.

13. The Church's annual operating budget is approved by the Church Membership at its Annual Meeting held sometime between August 15 and September 1 of each year, as provided under Section 1A of Article VII of these by-laws (\*2020-1). The Church's fiscal year ends July 31 of each year (\*2020-1). The Board of Elders shall have the authority, during the interim period between August 1 of each year through the date that the Church's budget is approved by the membership, to incur expenses and use Church funds on a basis consistent with the approved budget for the fiscal year just ended. (\*2007-1) (\*2020-1)

## **Section 2. PASTOR(S) (\*2019-1)**

### **A. PASTORAL LEADERSHIP TEAM (PLT) (\*2019-1)**

Pastoral leadership shall be shared within a Pastoral Leadership Team (PLT). There may be one (1) or more members of the PLT where members of the PLT shall jointly and equally have the following responsibilities and duties: (\*2019-1)

1. Ensure that the Word of God is Proclaimed by all means available. (\*2018-1)
2. Lead in the development of church vision and direction, in conjunction with the Board of Elders. (\*2018-1)
3. Be equally accountable to the Board of Elders via Pastoral Leadership Team Expectations and Ministry Outcomes as described in the EHBC governance policies.

The PLT shall act and speak with one voice and one vision. The Board of Elders shall mediate, arbitrate, or remedy as needed. (\*2019-1)

4. Direct pastoral staff, and staff to achieve the Ministry Outcomes as applicable to their individual position descriptions and charters. (\*2019-1)
5. Recommend to the Board of elders the hiring, or the removal, of staff members with the title of Pastor. The Board of Elders shall approve the hiring, or the removal, of those Pastors with a  $\frac{2}{3}$  vote. The PLT may hire and remove all other staff consistent with governance procedures. (\*2022-1)
6. Oversee the development of the annual budget, which is to be presented to the Board of Elders in a timely fashion.
7. Are voting member(s) of the church and non-voting ex-officio member(s) of the Board of Elders. (\*2019-1)
8. Lead the staff and congregation in the accomplishment of Ministry Outcomes.
9. Be the formal point of contact between the Board and staff. (\*2019-1)

B. PASTORAL STAFF (\*2019-1)

1. The Pastoral Leadership Team, with the advice and consent of the Board of Elders by a  $\frac{2}{3}$  vote, may assign "Pastor" titles to staff members, as their best judgment dictates, except to become members of the PLT. (\*2022-1)
2. The Pastoral Staff shall be resource people upon whom others can call for guidance in the spiritual ministry of the church.
3. The Pastoral Staff members shall be voting members of the church.

C. HIRING AND REMOVAL OF PASTOR(S) (\*2019-1)

1. Any member of the PLT shall be called by a  $\frac{2}{3}$  vote at a properly convened Membership Meeting. (\*2022-1)
2. Any member of the PLT may be removed only by a  $\frac{2}{3}$  vote at a properly convened Membership Meeting. (\*2019-1)
3. The hiring of a pastor requires prior budget provision for such action. (\*2019-1)

### **Section 3. NOMINATING COMMITTEE**

#### **A. ELECTION**

A Nominating Committee, consisting of two voting members from the congregation, and two members from the Board of Elders, shall be elected at the Annual Meeting. Prior to opening the nominations, the names of currently eligible members shall be read, or a list provided. The Board of Elders shall appoint an additional voting member as Chairman of said Nominating Committee, who shall have a vote only in the event of a tie.

#### **B. VACANCIES**

If any member of the Nominating Committee ceases to be a member for any reason, the Board of Elders shall choose a replacement as soon as possible after the vacancy occurs.

#### **C. DUTY (\*2004)**

It shall be the function of the Nominating Committee to present as nominees, at the next Annual Meeting, at least one candidate for each of the openings for the Board of Elders and at least one candidate for the one opening for the Audit Committee. The qualifications of an Elder, or Bishop, are set forth in I Timothy 3:1-7 and Titus 1:5-7. (\*2018-1)

### **Section 4. AUDIT COMMITTEE**

#### **A. EXTERNAL AUDIT**

If there is no external audit provided for in the budget, there shall be an internal audit following the procedures outlined below. (\*2007-2)

#### **B. MEMBERSHIP**

The Audit Committee shall be composed of two members, each to serve two years. Expiration of terms will be in alternate years.

#### **C. ELECTION**

Election of the one member to the Audit Committee shall occur at the Annual Meeting of the membership. The Nominating Committee shall present nominees for the Audit Committee, and additional nominations may be made from the floor. The

nominee, receiving the greatest number of votes, shall be considered elected. Officers are not eligible to serve on the Audit Committee.

D. DUTY

It shall be the duty of the Audit Committee to audit the books and accounts, of the aforesaid church, and make a report at a Special or Annual Meeting concerning the stewardship of all monies and funds accounted.

## **ARTICLE VI- MEMBERSHIP MEETINGS**

### Section 1. ANNUAL MEETING

- A. There will be an Annual Meeting of the church membership, which shall be held between August 15 and September 1, pursuant to notice provided hereinafter in Section 3. (\*2020-1)
- B. The proposed Agenda for the Annual Meeting shall be included in the notice of said meeting. The first order of business shall be to approve the Agenda. A model agenda is as follows: (\*2018-1)

Call to Order  
Reading of Minutes of the last Annual Meeting  
Finance Report  
Audit Committee Report  
Board of Elders Report  
Pastoral Leadership Team's Report (\*2019-1)  
Old Business  
New Business  
Approval of the budget for upcoming year  
Elections  
Other

### Section 2. SPECIAL MEETINGS

Special meetings of the membership shall be called by the Board of Elders by majority vote, or on the written request of ten voting members of the church. Notice of Special Meetings shall be given as specified hereinafter in Section 3.

### Section 3. NOTICE AND PROCEDURE



Notice of a meeting of the members shall be given by the Board of Elders, at the regular morning meeting of the church for public worship on each of two successive Sundays. If no public worship will be held during such a period, then such written notice must be conspicuously posted on the outer entrance of such place of worship. Such notice shall be read by the Chairman of the Board of Elders, Pastor or an Elder.

- A. The notice referred to above shall state the time, place and purpose of the meeting.
- B. The following persons shall preside over the aforesaid meetings in the order enumerated:

The Chairman of the Board of Elders.

The Vice-Chairman of the Board of Elders.

A member of the Board of Elders, appointed by the Chairman or, in his absence, the Vice-Chairman.

Any person elected by voting members at the meeting.

- C. It shall be the duty of the presiding officer, to conduct the meeting, to judge voter qualifications, select Counters, receive Counters report and declare the results.
- D. Robert's Rules of Order shall govern the conduct of the meetings, unless otherwise provided herein.
- E. A quorum at a Membership Meeting shall consist of 20 percent of the voting membership, but not less than six.
- F. Voting for Elders and Nominating Committee shall be by written ballot.

## **ARTICLE VII - POWERS OF THE MEMBERSHIP**

### Section 1. DIRECTIVE POWERS

At any duly convened meeting, it shall be within the power of the membership to give directions as to the administration of the temporal and spiritual affairs of the church to the Board of Elders, who shall thereafter be bound to follow aforesaid directions.

### Section 2. BUDGET APPROVAL

Approval of the entire budget of the church requires a majority vote at the Annual Corporate Meeting. A two-thirds vote of the members present at a duly convened special meeting shall be required to alter the approved budget.

## **ARTICLE VIII- SUBSCRIPTION TO THE STATEMENT OF FAITH**

Prior to nomination or appointment of all prospective Elders, Nominating Committee members, and Sunday school teachers, must subscribe by signature to the Statement of Faith of Eastern Hills Bible Church. The Board of Elders may designate other positions for which the Statement of Faith must be signed.

## **ARTICLE IX- ALLIANCES**

Any proposed organizational affiliations with local, state, or national church groups, must be approved by a three-fourths vote of the membership present at a properly convened meeting.

## **ARTICLE X- REVISIONS**

### Section 1. VOTE REQUIRED

These By-Laws maybe revised by a two-thirds vote of the voting members at any Special or Annual Meeting.

### Section 2. NOTICE

Proposed revisions to these By-Laws must be included in the notice of the meeting at which they are to be voted on, and be compliant with Article X of the Religious Corporations Law, if such is applicable.

## **BY LAW REVISION LOG**

### **1968 Original By Laws E-Copy**

V:\Library\Archives\2009 Archives\2009 BOE Materials

Revised E-Copies can be found in the respective file located  
V:\Library\Archives\2009 Archives\2009 BOE Materials

**\*1994** – This article was revised in 1994

**\*1997-1** – Revised from original By Laws in 1997

**\*1997-2** – Entire section revised in 1997

**\*1998** – The wording was added around 1998

**\*2003-1** – This section was revised in 2003

**\*2003-2** – This section was revised in 2003

(V:\Library\Archives\2003 archive\Annual Meeting 03)

**\*2004** – This section was revised in 2004

(V:\Library\Archives\2004 archive\Annual Meeting 04)

**\*2005** – This section was revised in 2005

(V:\Library\Archives\2005 Archive\Annual Meeting 042505\ Annual Meeting Minutes – 2005 Final)

**\*2007-1** – Added in 2007

**\*2007-2** – Added in 2007

(V:\Library\Archives\2007 Archives\2007 Annual Meeting\2007 Annual Meeting Packet)

**\*2008** – Revised 2008

(V:\Library\Archives\2008 Archives\2008Annual Mtg\Annual Meeting Packet)

**\*2018-** This section was revised in 2018.

(V:\Church Data\Library\Archives\2018 Archives\Annual Meeting 4.29.18)

**\*2019-** This section was revised in 2019.

**\*2020** – Fiscal Year changed at Annual Meeting 8/26/2020 from ending 3/31 to ending 7/31.

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