

BYLAWS
OF
FIRST CHURCH OF CHRIST, SCIENTIST,
LA CAÑADA FLINTRIDGE
CALIFORNIA

Adopted September 14, 2006
This revision September 12, 2011

ARTICLE I
Organization

Section 1. Name.

This Church, which is a branch of The Mother Church, The First Church of Christ, Scientist, in Boston Massachusetts, shall be known as First Church of Christ, Scientist, La Cañada Flintridge, California.

Section 2. Purpose.

It is the purpose of this Church to promote unconditional love towards one another and the community, spiritual growth, and healing based on the teachings of the Bible and Mary Baker Eddy's writings.

Section 3. Pastor.

The **Bible** and **Science and Health with Key to the Scriptures** by Mary Baker Eddy shall be the Pastor of this Church. (See **Manual of The Mother Church**, Article XIV, Section 1)

Section 4. Tenets.

The Tenets of The Mother Church shall be the tenets of this Church.

Section 5. Incorporation.

This Church is incorporated as a Nonprofit Religious Corporation in the State of California.

ARTICLE II
Membership

Section 1. Members.

The members of this Church shall be those whose names appear on the Church Register.

Section 2. Qualifications.

Any person who has expressed a love for Christian Science and is striving to adhere to its Principle for healing and living and who also meets the qualifications below shall be eligible to join this Church:

- Regularly attends the services of this Church;
- Is not a member of any other branch church or denomination except The Mother Church;
- Is at least 12 years old;
- Is willing to participate in and support the activities of this Church; and
- Is acquainted with the **Manual of The Mother Church** and these Bylaws.

Section 3. Application and Interview.

Anyone who wishes to unite with this Church shall obtain an application and a copy of these Bylaws from the Clerk of this Church or from the Church's web site. The application, when completed, should be returned to the Clerk.

The application shall include the names and addresses of two members of The Mother Church or members in good standing of a branch Church of Christ, Scientist. At least one of these endorsers should be a member of this Church. It is recommended but not required that the other endorser be a practitioner whose card appears in The Christian Science Journal.

All applicants for membership in this Church shall be interviewed by the Church's Membership Committee, which shall advise the Executive Board of its decision.

Section 4. Admission.

When an applicant has been approved by the Membership Committee, the Clerk shall notify the membership of such approval. The Clerk shall also mail a notice of acceptance to the applicant, who shall become a member upon signing the Church Register. Rejected applicants will be notified in writing by the Clerk.

Section 5. Duties of Members.

It shall be the duty and privilege of each member of this Church to:

- Express unconditional love and nonjudgmental support of one another
- Participate in the services and activities of this Church and prayerfully support them
- Study the **Bible, Science and Health with Key to the Scriptures, Manual of The Mother Church**, and other writings by Mary Baker Eddy, to support our dedication to healing by spiritual means
- Support the Church financially
- Abide by these Bylaws

Section 6. Withdrawal.

Upon request, a member of this Church may withdraw and shall receive a letter acknowledging withdrawal from membership.

Section 7. Inactive Members.

If a member has not been present at Church services or Church meetings for a period exceeding one year, the Church, with a desire to heal the situation, shall make reasonable efforts to contact the individual to see if help is needed. If active membership is not possible, this member shall be designated an inactive member. If there is no extenuating circumstance, the Executive Board may, at its discretion, remove the individual from membership and notify the member in writing.

Section 8. Discipline.

Failure to maintain duties or qualifications for membership may lead to discipline based on Matthew 18:15-17.

ARTICLE III
Executive Board

Section 1. Authority.

The Executive Board (hereinafter called “the Board”) has the authority and responsibility to manage the Church’s daily affairs, subject to these Bylaws, and to implement action taken at any Regular or Special membership meeting.

Section 2. Eligibility.

A Board member shall be a member of The Mother Church and shall have been an active member of this Church for at least one year immediately preceding the election. A Board member may not serve more than two years in any four year period except that a member who is appointed to serve an unexpired term of 90 days or less shall be eligible for election to a two-year term if otherwise eligible. No member shall be elected to the Board who is not present at the election meeting unless that member has given notification to the Clerk of his/her willingness to serve. More than one member of an immediate family may not serve at the same time.

Section 3. Election.

The Board shall be elected by ballot of the members at the September meeting. Each member shall vote for two eligible persons on even numbered years and for one eligible person on odd numbered years. Those eligible persons receiving a majority of the valid votes cast shall be declared elected.

For rules pertaining to elections procedures see Article V Section 7.

Section 4. Organization.

The Board shall consist of three members each elected by the membership to serve a two year term which shall take effect as of the end of the election meeting. Immediately following the election, the Board members shall meet to establish a date and time for its first organizational meeting. At this meeting, the Board shall elect a President and a Vice-President.

Section 5. Duties.

The Board shall:

- Encourage an atmosphere of genuine, nonjudgmental love for each member within the Church;
- Manage the business interests of this Church as provided in Article IX of these Bylaws;
- Maintain a Sunday School and appoint its officers and teachers;
- Maintain a Reading Room or co-sponsor a Reading Room with another branch church and appoint the Librarian and assistant Librarian as needed;
- Appoint a Clerk and a Treasurer, neither of whom shall be a member of the Board; and
- Appoint such committees and officers as may be necessary to promote the welfare and manage the interests of this Church. Any member appointed to fill a vacancy shall serve only the unexpired portion of the term.

Section 6. Meetings.

The Board shall hold a regular meeting at least once a month and special meetings as necessary.

All Board meetings shall be held on Church property, if possible. When necessary and by unanimous consent, Board meetings may be held by teleconference.

A unanimous vote of all three Board members is required to pass any measure.

The Board shall keep written minutes of its proceedings. These minutes shall be open to inspection upon request of any Church member at any reasonable time, except where restricted by the Board (e.g. discipline).

Section 7. Vacancies.

In case of a vacancy on the Board, the unexpired term of the member leaving shall be filled by a vote of the Church membership at the next regular meeting or at a special meeting called for that purpose by the Board. If any vacancy occurs within ninety days

before the expiration of the two year term, no election shall be held but the Board shall appoint a substitute to serve for the remainder of the term.

Section 8. Removal.

The membership may remove any member of the Board by an affirmative vote of two-thirds of the members present at any membership meeting.

ARTICLE IV
Church Officers

Section 1. Officers.

President. The President shall preside at all meetings of the Board and of the members of this Church and perform all other duties usually performed by such officer. The President is the responsible fiscal officer for the Church, Sunday School and Reading Room. The President will sign contracts as approved by the membership or the Board.

Vice-President. The Vice-President shall, in the absence of the President, perform the duties of the President.

Clerk. The Clerk shall be the custodian of the records of this Church, and shall perform such duties as directed by the Board and other duties as required.

Treasurer. The Treasurer will keep an accurate book of accounts of all transactions, submit a financial statement at regular Board and membership meetings, and prepare, at the Board's direction, the annual budget for approval by the Church membership.

Section 2. Qualifications.

All Church officers shall be of legal age and members of The Mother Church. The Clerk and the Treasurer may be, but are not required to be, members of this Church.

Section 3. Discretion.

It shall be the responsibility of all officers to keep the affairs of the Church confidential.

ARTICLE V
Meetings of Members

Section 1. Regular Meetings.

A general meeting will be held on the following dates to consider any Church business in addition to the purposes indicated below:

- The first Monday in February;
- The first Monday in May for the purpose of electing Readers;
- The second Monday in September for the purpose of electing members to the Executive Board;
- The first Monday in November for the purpose of approving the annual budget.

If any of these dates shall fall on a legal holiday, the Board shall set a date as close to the original date as possible.

Section 2. Special Meetings.

The Executive Board may call a special meeting of the members at any time. They must also call for a special meeting upon written request of not less than five members petitioning for the same subject. Only the specific business mentioned in the call to the meeting can be considered at the special meeting.

Section 3. Notice.

Written and/or electronic notice shall be given to each member at least ten days prior to a meeting stating the time, place and purpose of such meeting.

Section 4. Location.

All regular and special Church meetings should be held on Church property, if possible. Members may attend meetings by teleconference.

Section 5. Quorum.

A quorum shall consist of one-third of the active members, except that two-thirds of the active members shall be required for voting on the sale, purchase or encumbrance of real property, or expenditures exceeding the originally approved, total annual budget by more than 10%. Those members constituting a quorum shall be present at the meeting. The presence of a quorum is required to open any regular or special meeting. If the number of members present falls below the quorum requirements, a majority of the quorum, or two-thirds of the quorum, as required by these Bylaws, shall be necessary to pass any measure.

Section 6. Voting.

A majority of the votes cast by the active members shall be necessary to pass any measure, unless otherwise specified in these Bylaws. Each member is entitled to one vote for each question. A written ballot must be used when requested by any member present.

Section 7. Election Procedures for Readers and Executive Board Members.

At least fourteen days before the date of the meeting at which Readers or Board members are to be elected, the Clerk shall send to each member a list containing the

names of the persons eligible for election. At the meeting, a corrected list shall be established by removing the names of those not present, unless that member has given notification to the Clerk of his/her willingness to serve. All nominations and elections shall be by written ballot.

For Reader elections, the position of First and Second Reader shall be voted separately and in the order named. A vote shall take place using the corrected eligibility list and the resulting names shall be posted alphabetically. This shall be considered the nominating slate. A member wishing to withdraw his/her name shall do so when it is first posted on the nominating slate. The election begins with each member casting a vote for any name on the nominating slate. This shall be the second ballot and the results shall be shown in alphabetical order. After the third ballot, the names of the nominees shall be posted in numerical order but with no numbers shown. The balloting shall continue until an election results. After the First Reader is elected, voting for the Second Reader shall proceed in the same manner. Two-thirds of the valid votes cast are necessary for an election.

For Board member elections, each member shall be given a ballot(s) according to the number of positions to be filled. Using the corrected eligibility list, members shall complete their ballot(s) to create a nominating slate where the names shall be listed in alphabetical order. A member wishing to withdraw his/her name shall do so when it is first posted on the nominating slate. The voting shall begin with a vote cast from the names on the nominating slate. This shall be the second ballot and the results shall be shown in alphabetical order. After the third ballot, the names of the nominees shall be posted in numerical order but with no numbers shown. Balloting shall continue in this manner until an election results. The number required for an election to the Board is a majority of the votes cast.

For Reader and Board elections, a position may be filled on the nominating ballot if a member receives at least 2/3 (66-2/3%) of the votes cast.

ARTICE VI Readers

Section 1. Eligibility.

The Readers shall be members of The Mother Church and shall have been active members of this Church for at least one year immediately prior to the election. Only those members who can fulfill the obligations and requirements for Readers as set forth in Article III of the **Manual of The Mother Church** shall be eligible to become Readers in this Church. No member shall be elected Reader who is not present at the meeting, unless that member has given notification to the Clerk of his/her willingness to serve. A current Reader is eligible to be elected to fill the unexpired term of a vacancy in the other Reader position.

Section 2. Elections.

Every year Readers shall be elected by ballot of the members at the May membership meeting. Two-thirds of the valid votes cast shall be necessary to elect. For Rules pertaining to election procedures see Article V Section 7.

Section 3. Duties.

The duties of the Readers of this Church shall be those specified in the **Manual of The Mother Church**, Article III.

A First Reader shall not be an officer of the Church, as defined in Article IV, nor hold any other office in its Reading Room, or Sunday School during the term of office.

Section 4. Tenure of Office.

Readers shall be elected to serve for one year. Except for serving as a substitute Reader, a Reader may serve for no more than three consecutive years or more than five years in any ten year period. Their term of office shall begin on the Sunday following the next Communion lesson after their election.

Section 5. Vacancies.

A vacancy shall exist if a Reader is absent for a period of two months. However, at the discretion of the Board, the absence of the Reader may be extended to four months before declaring the position vacant. In the case of a vacancy of either First Reader or Second Reader, the same shall be filled by a vote of the membership at their next regular meeting or at a special meeting called by the Board. If a vacancy occurs within ninety days before the regular election of Readers, the Board will appoint a former Reader to serve the unexpired portion of the term.

If the current Reader or a Board member is elected to fill a vacancy in the office of Reader, a second meeting is not required to fill the subsequent vacancy. The election to fill the subsequent vacancy may proceed at the same special election meeting with the first ballot being the nominating ballot.

ARTICLE VII Sunday School

Section 1. Authority.

The Sunday School of this Church shall be conducted in accordance with the provisions of the **Manual of The Mother Church**, Article XX.

Section 2. Officers.

A Superintendent and an Assistant Superintendent shall constitute the officers of the Sunday School.

Section 3. Qualifications.

All Sunday School officers and teachers shall be members of The Mother Church.

ARTICLE VIII Reading Room

Section 1. Authority.

The Reading Room shall be conducted in accordance with the provisions of the **Manual of The Mother Church**, Article XXI, Sections 1 and 3 and Article XXV, Section 7.

Section 2. Officers.

Librarian. The Librarian shall have fiscal signature authority and responsibilities for the Reading Room as authorized by the Board.

Assistant Librarian. The Assistant Librarian shall assist the Librarian in handling the activities of the Reading Room.

Section 3. Qualifications.

The Librarian and Assistant Librarian shall be members of The Mother Church.

ARTICLE IX Finance

Section 1. Financial Management.

Fiscal Year. The Church fiscal year begins November 1 and ends on October 31 of the following year.

Annual Budget. The Board shall be responsible for preparing and presenting to the membership for approval an annual budget for the current fiscal year and budget performance for the past fiscal year at the membership meeting in November. Membership approval, by majority vote, is required for any single expenditure expected to exceed \$3000. Such expenditures shall be listed as separate line items in the budget. The Board may not exceed the originally approved, total annual budget by more than 5% without approval by the majority of votes cast at a membership meeting. Two-thirds vote is required to sell, purchase, or encumber real property, or to exceed the annual budget by more than 10%.

Financial Review. The Board shall ensure that the financial records of the church are reviewed every third year by a qualified individual or by a church member. The

reviewer must not be an officer, board member, or the Reading Room Librarian. The results of this review shall be reported at the membership meeting in February. If the books and records of the church are compiled by a CPA, the requirement for a financial review shall be waived for such periods that are covered by the CPA-compiled financial statements.

Section 2. Contracts and Leases.

In general, at least three bids are required for contracts with individuals or companies for major maintenance, renovation and improvement services over \$3000 estimated value. However, the Board, at its discretion, may waive this provision in emergency situations or if it is impractical to obtain three bids.

Section 3. Gifts and Requests.

All gifts and bequests, other than cash, check, and credit card contributions, must be approved by the Board prior to acceptance.

Section 4. Dissolution and Distribution of Assets.

Upon passage of a motion of dissolution by the membership, the funds remaining, after payment of obligations, shall be distributed to The Mother Church, one or more of its branch churches, the Joint Reading Room, one or more of the Christian Science care facilities, Christian Science college organizations, or to any combination of the above.

Section 5. Pass Through Contributions

Contributions designated for entities which are in support of the teachings and practice of Christian Science but which are jointly supported by churches and are not otherwise legal entities able to accept such contributions (e.g., the jointly maintained reading room, committees for work in penal institutions, etc) may be made to this Church and such contributions will be forwarded for use by the appropriate entity. Not all contributions need be accepted. Rather, the Board shall use its best judgment to determine whether or not the facts justify the use of the Church as a pass through entity, taking into account the appropriateness of the source of the contribution, any terms attached to the use of the funds and any other facts and circumstances which would impact on the acceptance and use of the funds.

ARTICLE X

Parliamentary Authority

Section 1. Authority.

The current edition of **Robert's Rules of Order, Newly Revised** shall govern the proceedings of the business meetings of this Church in all cases where not inconsistent with these Bylaws or with the **Manual of The Mother Church**.

ARTICLE XI
Amendment of Bylaws

These Bylaws may be amended by the membership at any regular meeting, or at a special meeting called for that purpose. No amendment shall be voted upon unless the amendment is submitted to the Clerk, in writing, preferably at least twenty-one days in advance at which it is to be considered, so that at least fourteen days notice of the proposed amendment may be given to all members. Such notice shall contain the proposed amendment in full and a statement of its effect. Two-thirds of the valid votes cast by the members present shall be necessary to amend these Bylaws.