CONSTITUTION
OF
THE CONGREGATIONAL CHURCH OF AUSTIN
UNITED CHURCH OF CHRIST
(Amended 1/27/08)

Article I - Name

The name of this organization shall be The Congregational Church of Austin, United Church of Christ.

Article II - Purpose

The purpose of this Church shall be to foster the love and worship of God, to promote a community committed to the service of humanity, to offer through word and deed a witness to Christian ideals and to provide a fellowship that nurtures Christian love, growth and caring for one another.

Article III - Polity

The governance of this Church is vested in its members, who exercise the right of control in all its affairs, subject in legal matters to the Articles of Incorporation granted it by the Secretary of State of the Sate of Texas.

Article IV - Membership

Any person who sincerely desires to join the church, declares support for the purposes stated in Article II, and professes commitment to the church's covenant; upon receiving an orientation from the Pastor and applying to the Board of Deacons may be admitted to membership by a vote of affirmation by the congregation.

Article V - Congregational Meetings

There shall be an Annual Business Meeting, and any such additional special meetings as may be required, as prescribed in the Bylaws.

Article VI - Quorum

The time, place and purpose of a congregational meeting shall be announced from the pulpit or in the church bulletin or the newsletter at least one week in advance. At a meeting so announced, the number of members that constitutes a quorum is equal to at least 25% of the number of members with their primary residence within a 100-mile radius of the church. That number will be based on an official count of the membership conducted by the Clerk. The primary residence of any member present at the meeting shall not be a factor in the determination of a quorum.

Article VII - Coordinating Council

There shall be a Coordinating Council which shall have two major purposes. The first is to address issues which are of church-wide importance, and which are not expressly delegated to a particular Board or Committee. The second is to engage in long-term planning regarding the directions, purposes and programs of the Church, and make appropriate recommendations to the Congregation based on those efforts.

Article VIII - Board of Trustees

There shall be a Board of Trustees, elected by the membership as provided in the Bylaws. It shall be the purpose of the Board to provide for the care, custody and growth of the assets of the Congregational Church of Austin. The Board shall be responsible for all legal, financial and related matters.

Article IX - Board of Deacons

There shall be a Board of Deacons, elected by the membership as provided in the Bylaws. It shall be the purpose of the Board to attend to the spiritual needs of the members. It will collaborate with the Pastor and with the Music Committee in the planning and conduct of religious services.

Article X - Board of Christian Education

There shall be a Board of Christian Education, elected by the membership as provided in the Bylaws. It shall be the purpose of the Board to collaborate with the Pastor and Superintendent of Christian Education in meeting the needs of the entire congregation with regard to their religious education.

Article XI - Board of Christian Outreach

There shall be a Board of Christian Outreach, elected by the membership as provided in the Bylaws. It shall be the purpose of the Board to collaborate with the Pastor and other boards and committees of the church to pursue ministries that bring our church members into active engagement with the world outside our immediate church community.

Article XII - Nominating Committee

There shall be a Nominating Committee whose purpose shall be to submit to the congregation candidates to fill vacant, currently approved, church positions as needs require. The Nominating Committee will function as a standing body.

Article XIII - Church Officials

The Officials of the Congregational Church of Austin shall include a Pastor, a Moderator, a Clerk, a Treasurer, a Financial Secretary, a Historian, a Superintendent of Christian Education, as well as members of the Church Boards and Existing Committees. They shall also include church representatives to selected, external, religious bodies.

Article XIV - Terms of Office of Church Officials

The pastor shall be elected for an indefinite period by unanimous recommendation of the Search Committee, followed by an affirmative vote by secret paper ballot of at least 80% of the members present and voting at a meeting at which at least 35% of the members are present. The Pastor's term of office and other conditions of employment will be stipulated in a written contract prepared by the Board of Trustees.

All other Church officials shall be elected by the congregation at the Annual Business Meeting. He or she shall be elected for terms of office of varying lengths - ranging from one year to three years--as stated in the Bylaws.

Article XV - Duties of Church Officials

The duties and responsibilities of Church Officials will be as stipulated in written Job Descriptions. It shall be the responsibility of the Coordinating Council to see that there exists a Job Description for all church offices and positions, and that they are updated and maintained. To assure informed consent, the Nominating Committee shall supply all potential candidates for church office with current Job Descriptions.

Article XVI - Memorial Fund

There shall be a Memorial Fund to serve as a way of remembering deceased members and friends. This Fund shall be administered jointly by the Board of Deacons and Trustees. Their respective roles are stipulated in the Bylaws.

Article XVII - Amendments

This Constitution may be amended by a two-thirds vote of the members present and voting at any meeting at which 35 percent of the membership is present, provided that copies of the proposed amendment and notice of a forthcoming vote shall have been presented to the members at a congregational meeting or in written communication not less than 30 days previously.

Approved as Amended, January 27, 2008

BYLAWS
OF
THE CONGREGATIONAL CHURCH OF AUSTIN
UNITED CHURCH OF CHRIST
(Amended 1/27/08)

Article I - Membership

Section I. There shall be only one category of membership: Member. Members shall be entitled to participate in all aspects of the church's services, programs and activities. A member may hold any church office for which he or she has been duly nominated and elected by the congregation. A non-member may only serve on Committees. If a member so requests, he or she will be permitted to maintain simultaneous membership in a church to which he or she has previously belonged.

Section 2. It is expected that a Member will contribute time, talent and treasure, as he or she is able, to the successful functioning and continuance of this church. Any member who ceases to participate in the work of the church and who discontinues financial support shall be contacted by the Board of Deacons as to his or her desire to retain membership. Upon the request of a member, or when the Board of Deacons determines the member has severed physical, financial and psychological ties, the member will be dropped from membership. That member may subsequently make application for reaffiliation. The membership rolls shall be examined and updated by the Board of Deacons at least every two years.

Section 3. Applicants for membership will first meet with the Pastor and the Board of Deacons to receive an orientation to the traditions of this church, to learn about the responsibilities of membership, and to satisfy any questions that they may have about the church and/or its denomination. They may then make a request for membership to the Board of Deacons by affirming their concurrence with the purposes of the church as stated in Article II of the Constitution, indicating that they have read, understand and support the church's covenant, and affirming that they will participate in the church in any and all ways that are in keeping with the spirit of the church's covenant. At that time, the Board of Deacons will schedule a date for candidates to join the church through the UCC rote or reception of new members to be held during a regular worship service.

Section 4. When the steps stated in Section 3 have been taken, the Board of Deacons will announce the scheduled date for the UCC rote of reception of new members at least one week in advance through the worship announcements, notice in the church bulletin, and electronic mail (where possible). At the UCC rote of reception of new members, candidates for new membership will be presented to the congregation in attendance, who will welcome these candidates as new members of the church. A candidate becomes a member of the church during the UCC rote of reception of new members, and the Church Clerk will officially record that the new member has joined the church as of the date of the UCC rite.

Article II - Congregational Meetings

Section I. Whenever the official business of the church requires the involvement of the entire congregation, a congregational meeting will be called. Those meetings may be called by the Pastor, the Moderator, the Coordinating Council, or by a majority of members of any standing Board, or upon written request of at least ten members. Except as elsewhere specified, a week's notice will be required.

Section 2. The Annual Business Meeting of the church shall be held in the month of January on a date and at a time and place designated by the Coordinating Council. In this instance, church members must be given 30 days' notice.

Article III - Annual Report

Section 1. The church will produce a written Annual Report. It will be distributed to members of the congregation at least one week prior to the Annual Business Meeting.

Section 2. The Annual Report -- which serves as an official record of church activities during the year-- will contain a State of the Church report by the Pastor and summaries of the activities of the Coordinating Council and all other church boards and committees. In addition, it will include a summary of the inflow and outflow of income over the past year and the proposed budget for the coming year. It will also contain the slate of candidates nominated for church offices for the coming year. It will have the official count of changes in membership during the past year. Finally, it will encompass any other matters that should be permanently recorded.

Article IV - Nominations, Elections, and Terms of Office

Section 1. Officials of the church shall be elected at the Annual Business Meeting.

Section 2. After due deliberation, the Nominating Committee shall select at least one candidate for each vacant church office. They shall include that slate of nominees in the Annual Report. Church members desiring to nominate alternative candidates will determine their candidates' willingness to serve, and present their names on the floor of the Annual Business Meeting.

Section 3. When an incumbent church official is unable to complete a term of office, the Nominating Committee shall select and then nominate at least one person to fill the unexpired term. That nominee will be voted upon at a special Congregational meeting called for that purpose.

Section 4. All voting shall be conducted by a show of hands or by a voice vote unless a vote by written ballot is requested by a majority of those present.

Section 5. To calculate whether or not a quorum is present, the actual numbers of current members as maintained by the clerk shall be used. That estimate will be based on a count of members listed in the current church directory plus any new members not listed and minus any who have died or withdrawn in the meantime. A quorum will exist when the required percentage of current members is present to conduct the particular type of business needing attention.

Section 6. The Moderator, the Clerk, and members of Boards of Deacons, Trustees, Christian Education, Christian Outreach, and of all standing committees shall be elected for a three year term of office, unless elected to finish a term of a vacated position. A fraction of the members of each church body having multiple members shall be elected each year. This will produce staggered terms of office. Incumbents of full-term positions may not be re-elected until at least one year out of office has passed. Partial-term incumbents may succeed themselves by election to a full term.

Section 7. The Treasurer, the Financial Secretary, the Historian, two members of Enlistment and Stewardship, the Superintendent of Christian Education, elected representatives to external organizations and any other church officials not specified shall serve a one year term of office. The incumbents of these shorter term offices may succeed themselves.

Article V - Functioning of the Coordinating Council, Boards and Committees

Section 1. The duties of the Coordinating Council, the Boards and Committees of the church shall be those written in a current Job Description. The appropriate Job Description will be given to all persons being asked to serve, so that each will have a realistic view of a position's demand.

Section 2. The Coordinating Council, and all Board and Committees shall hold such meetings as are deemed necessary to carry out their assigned responsibilities by their Chair or a majority of their members.

Section 3. Council, Board and committee members will be replaced for lack of regular attendance, defined as missing more than 3 meetings during a 6 month period. Unless good cause is found during a consultation with the member concerned, that church official will be asked to resign.

Section 4. The Coordinating Council and each of the standing Boards will have the prerogative of establishing whatever sub-groups each deems necessary to carry out its responsibilities. These sub-groups may be ad hoc or standing. Wherever possible, the membership of any such sub- group(s) should include at least one member of the parent body.

Section 5. Whenever an issue is being discussed which creates a conflict of interest for any member of a church body, that person must abstain from voting.

Article VI - The Coordinating Council

Section 1 The Coordinating Council shall consist of the Pastor, the Moderator, the Clerk, a representative of each Board: the Deacons, Trustees, Christian Education and Christian Outreach, all ex-officio, and an elected member-at-large.

Section 2. The officers of the Coordinating Council shall be the Chair and Secretary; these positions will be filled by the Moderator and the Clerk, respectively.

Article VII - The Board of Trustees

Section 1. The Board of Trustees shall consist of the Pastor, the Treasurer, and the Financial Secretary as ex-officio members, along with six elected members. Two members will be elected annually for a term of three years, or as needed to fill vacancies.

Section 2. The officers of the Board shall be the Chair, the Vice-Chair, and the Secretary. They will be elected annually from amongst the Board members.

Article VIII - The Board of Deacons

Section 1. The Board of Deacons shall consist of the Pastor, as ex-officio member, and six elected members. Two members will be elected annually for a term of three years, or as needed to fill vacancies.

Section 2. The officers of the Board shall be the Chair, the Vice-Chair, and the Secretary. They will be elected annually from amongst the Board members.

Article IX - The Board of Christian Education

Section 1. The Board of Christian Education shall consist of the Pastor and Superintendent of Christian Education, as ex-officio members, and six elected members. Two members will be elected annually for a term of three years, or as needed to fill vacancies.

Section 2. The officers of the Board shall be the Chair, the Vice-Chair, and the Secretary. They will be elected annually from amongst the Board members.

Article X - The Board of Christian Outreach

Section 1. The Board of Christian Outreach shall consist of the Pastor, as ex-officio member, and six elected members. Two members will be elected annually for a term of three years, or as needed to fill vacancies.

Section 2. The officers of the Board shall be the Chair, the Vice-Chair, and the Secretary. They will be elected annually from amongst Board members.

Article XI - The Nominating Committee

Section 1. The Nominating Committee shall consist of three members.

Section 2. There shall be two officers of the Committee, the Chair and the Secretary. They will be elected annually from amongst its members.

Article XII - The Music Committee

Section 1. The Music Committee is responsible for maintaining the music program that best fits the needs of the congregation, for hiring the musicians to implement that program, and for supporting and evaluating the program and musicians. This committee shall consist of the Pastor (ex- officio), the Chair, a liaison from the Board of Deacons, a representative from the choir, and two members-at-large elected by the congregation.

Section 2. There shall be two officers of the Committee, the Chair, elected annually by the congregation; and a Secretary elected by the Committee.

Article XIII - Enlistment and Stewardship Committee

Section 1. The Enlistment and Stewardship Committee, accountable to the Board of Trustees, is charged with inspiring and educating the congregation in the Christian stewardship of their time, talents and treasure. The committee will be responsible for planning and implementing the annual enlistment drive and soliciting the necessary financial and personnel resources needed to sustain the church. They shall also be responsible for carrying out a stewardship education program.

Section 2. The Committee shall be composed of two members elected by the congregation, plus one representative of the Board of Trustees.

Section 3. There shall be two officers of the committee: the Chair or Director of Enlistment and Stewardship and the Secretary. The committee will determine which of its members fills each office.

Article XIV - Job Descriptions

Section 1. There shall be a Job Description for every standing position in the church.

Section 2. All church officials including chairs of church bodies shall be responsible for writing and keeping current the Job Descriptions for their respective office or church body.

Section 3. All such Job Descriptions shall be updated annually and submitted to the Coordinating Council and the nominating committee at least two months prior to the Annual Business Meeting.

Article XV - Memorial Fund

Section 1. The Memorial Fund ("the Fund"), established by Article XV of the Constitution, is to serve as a vehicle through which family members and/or others ("donors") may give gifts of cash, financial instruments, other tangible assets, or combinations of these, to commemorate the lives of loved ones. Donors may designate their gifts to be used for specific uses by the church or they may leave the uses of their gifts undesignated.

Section 2. Proposed gifts, or proposed uses of the assets of the Fund may not necessarily be appropriate or acceptable. Appropriate, acceptable gifts and uses are those of such a nature that they advance the mission and ministry of the church. It would not usually be fitting to accept gifts designated for, or to use assets of the Fund for the meeting of, such ordinary uses as operating expenses, for example.

Section 3. Undesignated cash gifts are to be accepted without further consideration. Except as noted in Section 4, it shall be the responsibility of the Board of Deacons to determine the appropriateness and acceptability of all other types of gifts offered by donors using the criteria of Section 2. Similarly, they shall also determine the appropriateness and acceptability of proposals for the use of any assets of the Fund.

Section 4. The Board of Deacons will determine the acceptability of a gift or of a use of assets of the Fund by majority vote, using the criteria of Section 2. If the Board of Deacons finds a gift or a use to be of such an unusual nature or size, or when it cannot clearly determine acceptability under Section 2, it will develop a recommendation for presentation to the congregation for final decision. In such cases the majority vote of the congregation shall constitute a final determination of the acceptability of a proposed gift or of a proposed use of assets of the Fund.

Section 5. It shall be the responsibility of the Board of Deacons to ensure the timely expenditure or use of accepted, appropriate, designated gifts.

Section 6. The Board of Trustees shall be responsible for receiving appropriate, accepted gifts donated to the Fund for their safekeeping. The Board of Trustees shall also be responsible for the disbursement or employment of assets of the Fund for acceptable purposes.

Section 7. It shall be the responsibility of the Financial Secretary to keep a record of individual gifts and their donors and to send a timely, written acknowledgement and appreciation to each donor. To the extent possible, the Financial Secretary shall inform appropriate family members or others of the gift for the person(s) being commemorated and of the identity of the donor(s) unless the donor(s) has/have requested anonymity.

Article XVI - Amendments

The Bylaws may be amended by a two-thirds vote of the members present and voting at any meeting at which 35 percent of the members are present, provided that copies of the proposed amendment and notice of a forthcoming vote shall have been presented to the members at a congregational meeting or in written communication not less than 30 days previously.

Approved as amended, January 27, 2008