

# **First Church Christ, Scientist**

## **Colorado Springs, Colorado**

### **Bylaws**

2017 Revision

July 2018 amended  
April 2019 amended  
October 2020 amended  
January 2021 amended  
January 2023 amended

### **Standing Rules**

2017 Revision

May 16, 2017 amended  
October 2020 amended  
January 2021 amended  
January 2023 amended  
April 2023 amended  
July 2023 amended  
October 2023 amended

### **Amended and Restated**

# **Articles of Incorporation**

January 8, 2015

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## **PREAMBLE**

“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.”

*The First Church of Christ, Scientist, and Miscellany*, Mary Baker Eddy, p. 246:30

## **BYLAWS**

### **ARTICLE I**

#### **NAME AND SEAL**

##### **Section 1. Name**

The name of this church is First Church of Christ, Scientist, Colorado Springs, Colorado

##### **Section 2. Seal**

The church seal shall bear the words, “FIRST CHURCH OF CHRIST, SCIENTIST, COLORADO SPRINGS, COLORADO” within an outer circle enclosing the word “Incorporated” and the date “1892”.

### **ARTICLE II**

#### **CONSTITUTIONALITY**

##### **Section 1. Federal Law**

This church acknowledges the right to function under the Constitution of the United States which ensures freedom to worship and to assemble peaceably.

##### **Section 2. Incorporation under State Law**

- A. Church of Christ (Scientist) of Colorado Springs, Colorado, was organized on March 11, 1892.
- B. In March 1898, the name was changed to First Church of Christ, Scientist, of Colorado Springs, Colorado.
- C. The church was incorporated under the Statutes of the State of Colorado in 1918.
- D. In 1970, the membership voted to come under the Colorado Nonprofit Corporation Act which outlines its legal responsibilities. In the same year, the Articles of Incorporation changed the name to First Church of Christ, Scientist, Colorado Springs, Colorado.
- E. In January 2015, the Amended and Restated Articles of Incorporation were filed with the Colorado Secretary of State.

### **Section 3. Relationship to The Mother Church**

- A. This church acknowledges the authority of the Eighty-Ninth Edition of the Manual of The Mother Church, The First Church of Christ, Scientist, in Boston, Massachusetts, by Mary Baker Eddy, (referred to as the *Church Manual*). This church shall be obedient to all provisions applicable to branch churches.
- B. This church is an authorized branch of The Mother Church, The First Church of Christ, Scientist, in Boston, Massachusetts (referred to as The Mother Church).
- C. This church prayerfully supports The Mother Church and its Board of Directors.
- D. The *Bible* and *Science and Health with Key to the Scriptures*, by Mary Baker Eddy, together comprise the Pastor of this church. (*Miscellaneous Writings* by Mary Baker Eddy, page 382:32-3)
- E. This church shall hold Sunday services and Wednesday meetings, conduct a Sunday School, maintain a Reading Room, sponsor annually at least one (1) lecture to be given by a member of the Christian Board of Lectureship and support the Committee on Publication.

## **ARTICLE III MEMBERSHIP**

### **Section 1. Members**

The membership of this church shall consist of those persons who have signed the Membership Role Book and are currently on the Membership List.

### **Section 2. Qualifications**

- A. For membership in this church an applicant shall:
  - 1. be an earnest student of Christian Science and adhere to the Tenets of The Mother church (*Church Manual*, page 15-16);
  - 2. acknowledge that our Leader, Mary Baker Eddy, is the Discoverer and Founder of Christian Science, and author of its textbook, *Science and Health with Key to the Scriptures*;
  - 3. accept the Bible, together with *Science and Health with Key to the Scriptures* and other writings by Mary Baker Eddy, as the only textbooks for instruction in Christian Science;
  - 4. strive to uphold the moral standard established in the Commandments, the Sermon on the mount, and the writings of Mary Baker Eddy;
  - 5. in the spirit of the first commandment, “thou shalt have no other gods before me”, be free from use of addictive substance and practices and have an understanding of why Christian Science healing does not mix with medication and other material methods.
- B. Membership in another denomination or Christian Science branch church or society must be dissolved. A letter of release or written evidence of request for withdrawal shall accompany the application.
- C. To apply for membership:
  - 1. an applicant must be at least twelve (12) years of age;



2. an applicant joining a branch church for the first time shall have attended the services of this church regularly for at least six (6) months;
3. an applicant in good standing from a branch church or society in good standing with The Mother Church is welcome to apply after attending services of this church regularly for at least three (3) months.

### **Section 3. Admission**

#### **A. Application**

1. The applicant completes application with information requested.
2. The applicant shall obtain the endorsements of two (2) members of this church, by meeting separately with the two (2) members in order to obtain an endorsement from each. Each meeting is an opportunity for the applicant to ask any church-related questions and for the current member to be satisfied with the applicant's readiness for membership. The endorsing members will not be related to each other, or to the applicant.

#### **B. Interview**

1. After the application has been completed and returned, an interview shall be scheduled as early as possible by the Membership Committee.
2. The Membership Committee shall satisfy itself that the applicant meets the qualifications, is familiar with the Bylaws, and understands how branch church membership blesses the church and the applicant.
3. Following an interview in which the applicant has been approved or disapproved, the Membership Committee shall submit a written recommendation to the Executive Board.
4. The Board may reconsider the interview recommendation from the Membership Committee.

#### **C. Approval of Applicant**

1. If the Membership Committee's recommendation is to accept the applicant and the Executive Board agrees, then a letter shall be sent to the membership listing the name and address of applicant recommended for church membership.
2. If any member has an objection to an applicant recommended, written reasons must be filed with the Executive Board within two (2) weeks of the date of the letter.
3. If no objection is received, or if an objection received is not found valid or significant following investigation by the Executive Board, the applicant shall be accepted to be a member of this church and the membership shall be notified in writing.

#### **D. Disapproval of Applicant**

1. If an objection by the Membership Committee or a Member's letter of objection is found valid by a majority of the Executive Board, the applicant shall be notified of disapproval by certified mail, return receipt requested.
2. If disapproved, an applicant may reapply for membership after three (3) months from date of the disapproval letter.

E. Enrollment of Applicant

The approved applicant becomes a member and their name is added to the Membership List upon signing the official Membership Roll Book within 90 days of acceptance.

**Section 4. Responsibilities of Members**

A. Members have the privilege and duty to:

1. study each Bible lesson from the *Christian Science Quarterly*, “—a lesson on which the prosperity of Christian Science largely depends.” (*Church Manual*, page 31:8-9)
2. give willing service to this church by participating in one (1) or more of the church functions (committees);
3. give prayerful support to this church;
4. contribute financially to support this church;
5. attend Sunday services and Wednesday meetings;
6. attend church meetings, consider all points of view, and abide lovingly by the decision of the majority;
7. obey the Bylaws and Standing Rules of this church.

B. A member shall not obligate this church financially nor act unilaterally in making any changes or decisions that affect this church unless authorized by the membership or Executive Board.

C. Members shall notify the Clerk:

1. about changes in names and contact information;
2. about any change in status regarding their membership in The Mother Church;
3. to receive a membership list. The Golden Rule should be considered in the use of this list.

D. Members shall submit suggestions regarding the Readers to the Readers Liaison Support Committee and lovingly refrain from approaching a Reader with a suggestion or criticism.

**Section 5. Complaints and Discipline**

“Each church shall separately and independently discipline its own members, — if this sad necessity occurs.” (*Church Manual*, page 55:5)

A. Matthew 18:15-17 and “A Rule for Motives and Acts” (*Church Manual*, page 40:4) are the guiding principles for healing any inharmonious situation.

B. Continuing in the spirit of the above guidance, if the situation is not healed, a member shall bring it in writing to the attention of the First Reader, who enforces the discipline and Bylaws of this church. (*Church Manual*, page 32:26)

C. If the situation is still not healed, the First Reader may request that one (1) or two (2) members join in a hearing with the member in question.

D. If the accusations are proved valid and no progress is evident, a report shall be filed with the Executive Board recommending temporary probation or termination of membership, the Executive Board shall determine which action to take.

- E. While on probation, a member shall be suspended from all elected and appointed positions and committee activities.
- F. In the case of a person's termination of membership, that person may reapply after one (1) year.

### **Section 6. Withdrawals**

- A. A member shall receive a letter of withdrawal upon written request to the Executive Board. The Executive Board shall review all requests for withdrawal, prayerfully reaching out to the member to encourage healing instead of withdrawal. If the member continues to request withdrawal, then the request shall be honored.
- B. The Executive Board shall review annually the Membership List. If any member has not shown interest or support for this church according to Article III, Section 4, the Executive Board will take the following steps:
  - 1. make every effort to contact this member and evaluate the situation;
  - 2. if the determination of the Executive Board is to remove the member from the Membership List, then the membership, upon notification, will have two (2) weeks to inform the board in writing why the member should not be removed;
  - 3. if there is a response from the membership, the Executive Board will take this information into consideration when determining the action to be taken;
  - 4. if there is no response from the membership, a certified letter, return receipt requested, shall be sent to the member in question. The letter shall include Article III, Section 4, and state that the individual is no longer a member of this church, but may reapply at any time.

## **ARTICLE IV ELECTED PERSONNEL**

### **Section 1. Elected Positions**

Elected positions include First Reader, Second Reader, and members of the Executive Board.

### **Section 2. Eligibility**

- A. Elected Personnel shall be members of The Mother Church.
- B. Elected Personnel shall be members of this church for at least six (6) months prior to election.
- C. Elected Personnel shall hold only one (1) elected office at a time.
- D. A member who has served a term as Executive Board Member is eligible for election as an Executive Board Member eighteen (18) months after finishing a Board term.
- E. Time served in any unexpired term of any elected position does not affect a member's eligibility for an elected position.

### **Section 3. Readers**

The First Reader and Second Reader shall meet the requirements as specified in Article III of the *Church Manual*, page 31. Substitute Readers, who are appointed by the Executive Board, shall have read previously in a branch church or society.

#### **Section 4. Executive Board**

- A. The Executive Board shall be comprised of five (5) members elected by the membership.
- B. The officers of the church corporation shall be President, Vice-President, Secretary, and Treasurer each elected by the Executive Board at their Organizational meeting.

#### **Section 5. Terms of Office**

##### A. Readers

- 1. Readers shall be elected by the membership to serve in the Readers Pool for a term of one (1) year with an election taking place annually.
- 2. Readers shall assume office on the first Sunday in March after their election and continue until their successors assume office.

##### B. Executive Board Members

- 1. Executive Board members shall be elected by the membership for a term of two (2) years.
- 2. The newly elected Executive Board members will assume office at the Organizational meeting. (See Article V, Section 2. A)
- 3. Executive Board members shall continue in office until their successors assume office.

#### **Section 6. Election Process**

##### A. Elections

- 1. Readers and Executive Board members shall be elected by ballot vote at the Election meeting and shall be elected in the following order:
  - a. First;
  - b. Second Reader;
  - c. Executive Board members.
- 2. Should the office of an Executive Board member be vacated as the result of being elected as Reader, the vacancy shall be filled at the same meeting.
- 3. Members shall not attempt to influence one another in election matters.

##### B. Balloting Procedure. (See Standing Rule 1)

#### **Section 7. Vacancies in Elective Office**

Should the position of a Reader or an Executive Board member become vacant, it shall be filled by election for the unexpired term at the next Membership or Election meeting. The Executive Board may appoint an interim Reader or Executive Board member until such election.

#### **Section 8. Removal from Office**

- A. Any member holding an elected position may be removed from the position by a two-thirds (2/3) ballot vote at a Special Meeting of the membership.
- B. Should an Executive Board member fail to attend Executive Board meetings for three (3) consecutive months, that position shall be deemed vacant.

**ARTICLE V**  
**DUTIES OF ELECTED PERSONNEL**

**Section 1. Duties of Readers**

- A. Duties of Readers in this church shall be as specified in Article III of the *Church Manual*, page 31.
- B. Readers will read what The Mother Church publishes in *The Christian Science Quarterly* for both the Golden Text and the Responsive Reading. The King James Version of the *Bible* will be used for the *Bible* citations of the Lesson and for the Wednesday testimony meeting *Bible* readings. The authorized edition of *Science and Health with Key to the Scriptures* by Mary Baker Eddy will be used during all services and meetings. The Readers will read from the physical books.

**Section 2. Duties of Executive Board**

- A. The newly elected Executive Board shall hold an Organizational Meeting within fifteen (15) days of the election. At this meeting the newly elected Executive Board shall elect, by ballot, a President, Vice-President, Secretary, and Treasurer from its own members. (See Article IV, Section 5, B.)
- B. The Executive Board shall:
  - 1. meet at least once each month;
  - 2. ensure that the *Church Manual* requirements for branch churches and these Bylaws are followed;
  - 3. have general supervision of the affairs of the church between Membership meetings;
  - 4. serve the membership at its direction and ensure that all motions passed by the membership are fulfilled;
  - 5. make recommendations to the membership;
  - 6. set time, place, and agenda of membership meetings;
  - 7. have oversight of all communications representing the church regarding church business, including, but not limited to, the church website and advertising;
  - 8. ensure that the guidelines for church functions be current and applicable;
  - 9. maintain church records according to state law.
- C. The Executive Board annually appoints, as needed, Substitute Readers, Sunday School and Reading Room personnel, Clerk, chair of church meetings, committee chairs, and committee members.
- D. The Executive Board has the authority to remove appointees listed in Section 2. C. above.
- E. The Executive Board oversees and manages all employees.
- F. Financial duties. (See Article VII, Section 4, and Standing Rules 2 and 4)

**ARTICLE VI**  
**DUTIES AND RESPONSIBILITIES OF PRESIDENT, SECRETARY,**  
**TREASURER, CLERK, AND BOOKKEEPER**

**Section 1. President**

The President shall:

- A. oversee the administrative actions of the Executive Board and this corporation;
- B. preside at Executive Board meetings;
- C. be Executive Board contact for the Clerk, the Chair of the Church Meetings, and the Parliamentarian.

**Section 2. Secretary**

The Secretary shall:

- A. be responsible for the minutes of the Executive Board meetings;
- B. be responsible for the Executive Board's report given at Membership meetings.

**Section 3. Treasurer**

The Treasurer shall be responsible for and oversee:

- A. deposits and disbursements of church monies;
- B. the duties of the Bookkeeper;
- C. financial reports to the Executive Board and the membership;
- D. the Financial Advisory and the Counting Committees;
- E. the proposed budget for the next fiscal year, which will be submitted to the Executive Board for approval and then to the membership for adoption. A separate vote shall be proposed to address how a shortfall would be satisfied.
- F. other duties as normally pertain to the office of Treasurer

**Section 4. Clerk**

The Clerk or substitute Clerk shall:

- A. not hold an elected office;
- B. hold the position for consecutive terms of one (1) year, not to exceed five (5) years;
- C. maintain an accurate record of the proceedings of church Membership meetings, and may be asked by the Executive Board to record and prepare the minutes of its meetings;
- D. maintain an up-to-date Membership List and provide any member a copy upon request, with the notation of the Golden Rule should be considered in the use of the list;
- E. be custodian of:
  1. the original Membership Roll Book;
  2. the church seal;
  3. current records and contracts kept in the church as hardcopies and/or on electronic media:
    - a. members may request to review church records in the presence of the Clerk;
    - b. records may be taken out of the church only with written request and permission from the Executive Board;
    - c. records needed for committee work shall be requested in advance and any two (2) or more committee members may review these records without the Clerk's presence;

- F. ensure that the church computers are backed up regularly and have the backups stored safely offsite;
- G. preside at the Executive Board Organizational meeting until the new President has been elected by ballot;
- H. perform such other duties as the Executive Board or the majority of the membership may require.

**Section 5. Bookkeeper**

The Bookkeeper, Substitute Bookkeeper, or Assistant Bookkeeper shall:

- A. maintain the financial records of this church;
- B. prepare all checks;
- C. prepare financial statements as directed;
- D. prepare payroll;
- E. prepare all tax reports and documents;
- F. perform such other duties as requested by the Treasurer or the Executive Board.

**ARTICLE VII  
FINANCIAL**

**Section 1. Standards for Accounting and Management**

- A. The Treasurer and Bookkeeper shall maintain an accounting system to track unrestricted and restricted monies in accordance with generally accepted accounting principles (GAAP).
- B. All monies shall be retained in federally insured accounts, conservative money market and mutual funds, and/or government backed securities. Monies shall be invested with the objective of a balance between security and a reasonable rate of return appropriate to each account.
- C. An annual budget shall be adopted by the church members present and voting at the July Membership meeting with a two-thirds (2/3) vote. That budget is a general guide for allocating anticipated revenues and expected expenses. Some budgeted line items use restricted assets from established funds and that expenditure is specified by the criteria of the restricted fund.

**Section 2. Income**

- A. This church is financed by donations and accrued monies from investments.
- B. Unrestricted Monies: Collections, contributions, accrued monies, and bequests, unless otherwise designated, shall be deposited into the unrestricted accounts.
- C. Restricted Monies: Designated collections, contributions, accrued monies, and bequests shall be placed in funds established only by the membership to be used as specified.
- D. Gifts-in-kind: Such gifts will be accepted at the discretion of the Executive Board.

**Section 3. Expenditures**

Expenditures of the principal from the Operations Endowment Fund, or the Project Fund, require approval by a two-thirds (2/3) vote of the church members present and voting at a membership meeting.

Unbudgeted expenses are approved by the Executive Board when they fall under the spending limit.

#### **Section 4. Financial Duties of the Executive Board**

The Executive Board shall:

- A. hold in custody title to all the property of this church for the use and benefit of the church; (See Amended and Restated Articles of Incorporation, Article VIII, Corporate Authority)
- B. collect and disburse monies as directed by these Bylaws or the membership;
- C. approve invoices and normal operating expenditures prior to their being paid;
- D. make expenditures as allowed in Standing Rule 4. A.6., titled Spending Limit;
- E. enter into contracts;
- F. set pay rates for all employees.

#### **Section 5. Financial Statements**

The church quarterly financial information shall be distributed at Membership meetings. (See Standing Rule 4. A.10.)

#### **Section 6. Review**

- A. A committee of three (3) or more church members, preferably with accounting background, appointed by the Executive Board, shall annually perform a review of church operations including financial records.
- B. An external financial review shall be performed by a Certified Public Accountant (CPA) at least every five (5) years. The Executive Board may, with a two-thirds (2/3) membership approval, choose to have a full audit performed in lieu of a review. (See Standing Rule 4.)

### **ARTICLE VIII MEMBERSHIP MEETINGS**

#### **Section 1. Membership Meetings**

Membership Meetings for the transaction of church business shall be held in January, April, July, and October during the fourth week of the month, unless changed by the Executive Board or the membership.

#### **Section 2. Election Meeting**

The meeting for the election of Readers and/or Executive Board members shall be held during the week after the January Membership meeting.

#### **Section 3. Special Meetings**

- A. The Executive Board may call Special meetings of the church membership at any time or upon written request of ten (10) members.
- B. Only the business mentioned in the call of a Special meeting shall be transacted.



#### **Section 4. Notice of Meetings**

The notice and agenda of Membership, Election, and Special meetings shall be sent to each member at least ten (10) days prior to such meetings, except in cases of emergency.

#### **Section 5. Attendance**

Only members of this church shall be present at Membership, Election, and Special meetings. Non-members may only be present by invitation of the Executive Board.

#### **Section 6. Voting**

A member must be present to vote. There will be no voting by proxy at any meeting. An individual member's right to vote may not be transferred to another person.

#### **Section 7. Quorums**

- A. For Membership meetings, Election, and Special meetings, a quorum is twenty percent (20%) of the membership on the Membership List.
  - B. For Executive Board meetings, a quorum is four (4) members.
  - C. For committees, a quorum shall be a majority of its members.
- (See Standing Rule 5.)

### **ARTICLE IX CHURCH MANUAL-DIRECTED BRANCH ACTIVITIES**

#### **Section 1. Sunday School**

- A. The Sunday School shall be conducted in accordance with Article XX of the *Church Manual*, page 62.
- B. The Superintendent, the Assistant Superintendent, and teachers shall be members of The Mother Church.
- C. Prospective teachers who have not taught in this church's Sunday School shall be interviewed by the Superintendent and/or Assistant Superintendent and recommended to the Executive Board for appointment. Teachers may be re-interviewed periodically.
- D. The Superintendent recommends to the Executive Board for approval: Assistant Superintendent, the Registrar, the teachers and substitute teachers, and other assistants in Sunday School.
- E. The position of Superintendent may be held for consecutive one (1) year terms not to exceed five (5) years.

#### **Section 2. Reading Room**

- A. The Reading Room Administrator shall consist of the Librarian and shall have charge of the Reading Room. The Librarian is responsible for the operation of the Reading Room and supervises staff members. All activities shall be conducted in accordance with Articles XXI and XXV, Sect. 7. Of the *Church Manual*, pages 63, 81.
- B. The Librarian shall be a member of The Mother Church and this branch church.
- C. The Executive Board shall give the Librarian a list of approved prospective staff for the Librarian to fill all positions. The staff in the Reading Room shall be members of The Mother Church and of this branch church. Prospective staff who have not served in this

church's Reading Room shall be interviewed by the administrators before being appointed.

- D. The position of Librarian may be held for consecutive one (1) year terms not to exceed five (5) years.

(See Standing Rule 3B.)

### **Section 3. Lecture**

- A. Lectures shall be held in accordance with Article XXXI of the Church Manual, page 93.
- B. Lecture arrangements shall be made for at least one (1) lecture annually with the approval of the Executive Board.
- C. The required yearly lecture expenditure shall be approved by the membership in the church budget.
- D. All lecture promotional communication shall be approved by the Executive Board.

### **Section 4. Committee on Publication**

Committee on Publication duties shall be in accordance with Article XXXIII in the *Church Manual*, page 98.

## **ARTICLE X COMMITTEES**

### **Section 1. Committees**

- A. Committee consist of members of this church.
- B. It is desirable that committee chairs be members of The Mother Church.
- C. Every committee of two (2) or more members shall hold a metaphysical and organizational meeting within the first four (4) months of the committee year.

(See Standing Rule 5.)

### **Section 2. Appointments**

- A. The Executive Board or the membership shall appoint such committees as are necessary to carry out the business and activities of the church.
- B. Committee member appointments shall be for one (1) year beginning June 1, unless otherwise designated by the Executive Board.
- C. Ad hoc or special committees are formed by the Executive Board or the membership and exist until their purpose is completed.

(See Standing Rule 6.)

### **Section 3. Church Functions and Categories Supported by Committees:**

- A. *Church Manual*-Directed
- B. Church Services
- C. Financial
- D. Membership Meetings
- E. Metaphysical
- F. Outreach

G. Property  
(See Standing Rule 7.)

## **ARTICLE XI BYLAW AMENDMENTS**

### **Section 1. Amendments**

- A. Amendments to these Bylaws may be proposed to the membership by:
  - 1. the Executive Board;
  - 2. any two (2) members of this church who submit it in writing to the Clerk.
- B. Previous notice of any proposed amendment shall be sent to the members in writing at least ten (10) days prior to the meeting at which it will be considered.
- C. A two-thirds (2/3) ballot vote of those present at any Membership meeting shall be required to amend a Bylaw.
- D. Copies of adopted amendments shall be sent to each member in order to keep each member's Bylaws current.

### **Section 2. Revision**

Approval by two-thirds (2/3) of those present and voting at a Membership or Special meeting is required before commencing a complete revision of the Bylaws.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

All business procedures not provided for in these Bylaws shall be governed by the rules contained in the current edition of *Robert's Rules of Order Newly Revised* in all cases where applicable except where inconsistent with these Bylaws.

## **ARTICLE XIII DISSOLUTION**

In case of dissolution of this organization upon vote of the members, all assets remaining after payment of authorized expenditures shall be distributed to one or more organizations which support the cause of Christian Science and qualify for tax exemption as provided for under the *Internal Revenue Code of the United States of America* and the current *Statutes of the State of Colorado*.

(See Amended and Restated Articles of Incorporation, Article XII Dissolution)

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## STANDING RULES

Standing rules may be changed without previous notice with a two-thirds (2/3) vote or changed by majority vote with previous notice.

### Rule 1. Balloting Procedure (See Bylaws Article VIII Section 6.)

#### Section 1. Executive Board

##### A. Fundamentals

1. Each elected position shall be balloted independently.
2. Whenever member or nominee names are read or listed they shall be alphabetical order or reverse alphabetical order.
3. The number of votes received by any candidates shall not be announced at any time.

##### B. Nomination

1. Eligibility lists, on which one can check the names of the members present and eligible for elective office, shall be distributed.
2. Absent members are eligible if they have notified the Clerk in writing of their willingness to serve.
3. The names on the sign-in sheet become the nominees, subject to eligibility.
4. The chair shall read the names of members who are nominated. Those wishing to accept or withdraw the nomination shall do so when their name is read. After this point, nominees who have allowed their name to stand may not withdraw.

##### C. Balloting

1. **First Ballot.** The first ballot consists of the names of those accepting nomination. After the first ballot, the chair shall announce the nominee elected by majority vote.
2. **Second Ballot.** If no nominee received a majority vote, then a second ballot is required. It will consist of those nominee receiving at least 15% of the vote. After the second ballot, the chair shall announce the nominee elected by majority vote.
3. **Third Ballot.** If no nominee received a majority vote, then a third ballot is required. It will consist of those nominees receiving at least 25% of the vote. After the third ballot, the chair shall announce the nominee elected by majority vote.
4. **Final Ballots.** Balloting shall continue until an eligible member is elected by a majority of members present and voting.
5. After the election, the eligibility lists shall be collected by the Teller Committee.

#### Section 2.: First and Second Readers' Pool

##### A. Fundamentals

1. Each elected position shall be balloted in groups of three.
2. Whenever member or nominee names are read or listed they shall be in alphabetical order or reverse alphabetical order.
3. The number of votes received by any candidate shall not be announced at any time.

## B. Nomination

1. Eligibility lists, on which one can check the names of the members present and eligible for elective office, shall be distributed.
2. Absent members are eligible if they have notified the Clerk in writing of their willingness to serve.
3. The names on the sign-in sheet become the nominees, subject to eligibility.
4. The chair shall read the names of the members who are nominated. Those wishing to accept or withdraw the nomination shall do so when their name is read. After this point, nominees who have allowed their name to stand may not withdraw.

## C. Balloting for **First and Second Readers' Pool**

1. **First Ballot.** The first ballot consists of the names of those accepting nomination. There must be at least three (3) names. After the first ballot, the top three (3) names are elected regardless of a tie. The chair shall announce the nominee(s) elected by those present and voting. If a tie exists between the 3<sup>rd</sup> and 4<sup>th</sup> place nominees, there shall be a second ballot.
2. **Second Ballot.** If a second ballot is required, it will consist of those nominees receiving at least 15%. After the second ballot, the chair shall announce the nominee(s) elected.
3. **Third Ballot.** If no election, then a third ballot is required. It will consist of those nominees received at least 25% of the vote. After the third ballot, the chair shall announce the nominee(s) elected.
4. **Final Ballot.** Balloting shall continue until an eligible member is elected by a majority of members present and voting to serve as First Reader.
5. **Second Readers' Pool.** The same four steps will be used to elect the members to serve as Second Readers.
6. After the election, the eligibility lists shall be collected by the Teller Committee.

## **Rule 2. Duties of Personnel** (See Bylaws Articles V, VI)

### A. Executive Board

1. Executive Board members shall keep informed of committee activities.
2. A list of church officers, chairs, and other personnel shall be sent to the membership not later than two (2) months after the beginning of the committee year.
3. The Executive Board shall coordinate the formation of committees and chairs annually.
4. Every member willing to serve shall be notified of their committee appointments by the Executive Board prior to the start of the committee year.
5. To support financially the activities of the Colorado Committee on Publication, the Executive Board shall make pro rata payments to the State Committee on Publication based on the entire membership, in the frequency and in the amounts determined by the appointing Readers. (See *Church Manual* Article XXXIII, Sect. 3 page 98)
6. The Executive Board shall inform the membership of the names of members who have passed away or withdrawn from membership.

**Rule 3. Church Manual-Directed Branch Activities** (See Bylaws Article IX)

A. Sunday School

1. Children's Room staff shall be considered teachers in the Sunday School for the purpose of introducing preschool children to the Sunday School.
2. The Superintendent and Assistant Superintendent shall be class taught.

B. Reading Room

1. The Librarian submits a monthly statement of receipts and disbursements to the Executive Board.
2. The Librarian submits a yearly report of inventory values and receipts and disbursements with comparison to the previous year to the membership.
3. The Librarian submits a report of fruitage and other information to the membership at least annually.

**Rule 4. Branch Church Operations** (See Bylaws Article VII)

A. Financial.

1. **Income.** Money received and interest earned.
2. **Normal Operating Expenditures.** Any expense that occurs on a regular basis in the routine operation of the church as included in the yearly budget.
3. **Single Obligation.** Debt or liability associated with one purchase of an item or group of items relating to the same purchase.
4. **Emergency Obligation.** Debt or liability that was incurred from an unforeseen circumstance which required immediate action.
5. **Fiscal Year.** October 1 through September 30.
6. **Spending Limit.** The Executive Board cannot authorize any single expenditure over \$2,000, payable within a 12-month period, except for budgeted normal operating line item expenditures or emergencies, unless approved by the membership.
7. **Invoices.** All invoices must be approved by the initiator of the expenditure and approved by two (2) Executive Board members before payment.
8. **Checks.** All checks shall be signed by two (2) Executive Board members.
9. **Bank Deposits.** When depositing the Sunday collection at the bank, an Executive Board member will be responsible for the deposit.
10. **Financial Statements.** Each financial report at Membership meetings will consist of two (2) statements: Fiscal Year-to-Date Assets and Liabilities Statement and Fiscal Year-to-Date Income Statement Budget vs. Actual. At the request of a member, a copy of the report may be picked up at the Clerk's office, sent by electronic means, or mailed to the member by First-Class postage, with a reminder of confidentiality.
11. **Restricted Funds.** Each restricted fund shall be defined with the following criteria, if possible: origination date, source, purpose, restrictions, and termination date.
12. **Budget.** The expectation is that income will meet expenditures.

- a. The yearly wage rate schedule used to develop the budget shall be given to the members at the July Membership meeting.
- b. At the July Membership meeting the proposed budget for the next fiscal year will be presented for adoption.

**Rule 5. Meetings** (See Bylaws Article VIII)

- A. Membership meetings, Executive Board meetings, and Committee meetings should be opened with readings from our Pastor. Other Christian Science writings may be included.
- B. Meetings shall last no longer than three (3) hours. A motion may be approved to extend the meeting.
- C. “Good of the Church and Community” and “Five Minutes of Silent Prayer” shall be included at each regular Membership meeting.
- D. All committee meetings shall be held in the church complex. If this is not possible, meetings can be held via electronic means, but only as a last resort.
- E. Electronic meetings are for the Executive Board and committees only. The following are examples of electronic means: telephone, email, Skype, Zoom, Facetime, etc.
- F. If an electronic meeting is selected the following minimum rules shall be observed for each meeting: Executive Board or Committee members:
  1. will decide by a majority vote what electronic method will be used, where it is to be used, how it is to be used and when it is appropriate to be used;
  2. should provide any of the electronic equipment needed to conduct the electronic meetings. Those who do not have the electronic capability may join in at another committee member’s location who has the equipment;
  3. must be given notice of the meeting in advance and include all pertinent information of how to attend electronically and/or in person. Members must respond to the Chair with an RSVP regarding their attendance and privacy for the meeting;
  4. who leave the meeting before adjournment must notify the Chair, thus making certain that the necessary quorum for voting is present throughout the meeting. If malfunctions of equipment prevent members from staying in attendance and that causes there to be no quorum for voting, then the meeting can continue but any vote is not valid;
  5. who wish to vote at a meeting, must use electronics that provide a visual of each member’s face.
- G. Polls (where votes are cast by everyone outside of a regular meeting of the Executive Board or Committee)
  1. Polls may be conducted by electronic means among all available members.
  2. In the event a member is unavailable due to being outside cell or email coverage at the time of the poll, that member(s)’ vote cannot be counted, nor will an emergency poll be postponed due to that member’s unavailability.
  3. There must be no discussion of the issue. If anyone wants a discussion, the poll stops.
  4. The vote is either “yes” or “no”.
  5. Polls must reflect the majority of the group’s membership.



6. A poll vote must be ratified at the next regular meeting and be documented in the minutes.

**Rule 6. Committees, Appointments, and Activities** (See Bylaws Article X)

- A. Church operations and Committee reports shall be read from a written report at least once a year to the membership and shall be filed with the Clerk.
- B. Committee Chairs are responsible for keeping the Executive Board informed of their activities.
- C. Changes to the categories in Rule 7. Shall be as follows:
  1. deactivation and activation of a committee in the categories shall be the responsibility of the Executive Board;
  2. elimination of a committee in the categories shall be the responsibility of the membership.

**Rule 7. Church Functions and Categories** (See Bylaws Article X Section 3.)

The following categories and their committees will help members understand what church functions are accomplished by its members, and why each member has their place in church operations.

- A. *Church Manual*-Directed Activities
  1. Sunday School
  2. Reading Room
  3. Lecture
- B. Church Services
  1. Care
  2. Children's Room
  3. Flower
  4. Hymnal
  5. Music
  6. Readers' Liaison and Support
- C. Usher
- D. Financial
  1. Financial Review
  2. Counting
  3. Financial Advisory
- E. Membership Meetings
  1. Calling
  2. Chair of Church Meetings
  3. Newsletter
  4. Parliamentarian – deactivated
  5. Teller

## F. Metaphysical

## G. Outreach

1. ACOM – State Assistant Committee on Publication
2. Advertising – deactivated
3. College Christian Science Organization Contact
4. Colorado State Institutional Worker
5. Literature Distribution, Preparation – deactivated
6. Monitor Gift Subscriptions
7. Membership
8. Outreach – deactivated
9. Webmaster

## H. Property

1. Architectural Advisory – deactivated
2. Garden – deactivated
3. History/Archive
4. Information Technology (IT)
5. Maintenance

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**AMENDED AND RESTATED  
ARTICLES OF INCORPORATION  
FIRST CHURCH OF CHRIST, SCIENTIST  
COLORADO SPRINGS, COLORADO**

Pursuant to the provisions of the Colorado Revised Nonprofit Corporation Act, C.R.S. § 7-121-101 *et seq.* (the “Act”), specifically C. R. S. § 7-130-103, its Articles of Incorporation and its Bylaws, the First Church of Christ, Scientist, Colorado Springs, Colorado hereby amends and restates its Articles of Incorporation, originally filed on May 18, 1918, as follows.

**ARTICLE I  
NAME AND ADDRESS**

- A. The name of the corporation is First Church of Christ, Scientist, Colorado Springs, Colorado.
- B. The address of the principal office of the corporation is 325 North Cascade Avenue, Colorado Springs, CO 80903.

**ARTICLE II  
TERM**

The corporation shall have perpetual existence.

**ARTICLE III  
PURPOSE AND POWERS**

- A. The corporation is organized and shall be operated at all times exclusively for religious purposes.
- B. The purpose of the corporation is to promulgate the doctrine of Christian Science as taught by Mary Baker Eddy, and to be a branch of The Mother Church, known as The First Church of Christ, Scientist, in Boston, Massachusetts.
- C. The corporation and its Executive Board and officers shall exercise such powers authorized by law, these Articles and the corporation’s Bylaws (the “Bylaws”), as may be necessary to carry out its corporate purposes as defined and limited in this Article III.
- D. Notwithstanding any other provision of these Articles of Incorporation, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986 and its regulations as they now exist or as they may hereafter be amended, or a corresponding section of any future federal tax code (the “Code”), or by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

**ARTICLE IV  
REGISTERED OFFICE AND REGISTERED AGENT**

The registered office of the corporation shall be 325 North Cascade Avenue, Colorado Springs, Colorado, 80903 and the registered agent of the corporation at that address shall be First Church of Christ, Scientist, Colorado Springs, Colorado.

**ARTICLE V  
EXECUTIVE BOARD MEMBERS**

The affairs of the corporation shall be managed by an Executive Board (“Executive Board”), consisting of not less than three (3) nor more than fifteen (15) members and the number of Executive Board members to serve at any one time shall be set forth in the Bylaws. Initially, the Executive Board shall consist of seven (7) members who shall be elected at the meeting of the members next following the adoption of these Articles.

**ARTICLE VI  
OFFICERS**

The officers of the corporation shall be a President, Vice-President, a Secretary, and a Treasurer, and such other officers as the Executive Board may provide for in the Bylaws. The offices of Secretary and Treasurer may be held by one person. Officers shall be elected annually by the Executive Board in the many specified in the Bylaws.

**ARTICLE VII  
MEMBERS**

There shall be one (1) or more classes of voting members in the corporation with such rights and qualifications as may be provided in the Bylaws.

**ARTICLE VIII  
CORPORATE AUTHORITY**

All or part of the corporate property may be conveyed, leased, or encumbered by a majority action of the Executive Board only upon approval by a vote of at least two-third (2/3) of the members present at any membership meeting called for the purpose of acting upon any proposed sale, lease, or encumbrance of the corporation property, in the manner prescribed by the Act. Instruments of conveyance, lease, or encumbrance of any of the corporate property shall be executed by the President or Vice-President of the corporation and the seal of the corporation shall be affixed and attested by the Secretary or any assistant Secretary elected by the Executive Board.

**ARTICLE IX  
BYLAWS**

The Bylaws may be proposed by the Executive Board or upon written request of at least twenty (20) members of the corporation. The Bylaws may be amended by a two-thirds (2/3) vote of

those present at any regular business meeting or at a special meeting called for the purpose by the Executive Board upon such notice as may be provided for in the Bylaws.

#### **ARTICLE X EARNINGS**

No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any person or entity that is not then an exempt organization described in Section 501(c)(3) of the Code, to its members, Executive Board members, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for the services rendered to or for the benefit of the corporation. No dividend or distribution of the property of the corporation shall be made until all debts are fully paid, and then only upon its final dissolution upon a vote of a majority of the Executive Board and then only when approved by a vote of at least two-thirds (2/3) of the members present at any membership meeting called for the purpose of determining the amount and manner of payment of any dividend or distribution of assets upon final dissolution as provided in the Act.

#### **ARTICLE XI RESTRICTED ACTIVITIES**

The corporation shall never be operated for the primary purpose of carrying on a trade or business for profit. The assets and earnings of the corporation shall be used only for the purpose for which this corporation has been formed. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.

#### **ARTICLE XII DISSOLUTION**

In the event of the dissolution of the corporation, the Executive Board shall, upon approval by vote of at least two-thirds (2/3) of the members present at any membership meeting called for the purpose of dissolving the corporation, after paying or making provision for the paying of all liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation, or to such organizations which are organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Code, contributions to which are deductible under Section 170(c)(2) of the Code.

#### **ARTICLE XIII AMENDMENT**

These Articles may be amended from time to time pursuant to majority action of the Executive Board upon receiving approval of at least two-thirds (2/3) of the votes which members present at any membership meeting called for the purpose of approving amendments to these Articles are entitled to cast as provided in the Act. No amendment shall be made so as to authorize the Executive Board to conduct the affairs of the corporation in any manner or for any purpose contrary to the provision of Section 501(c)(3) of the Code. An amendment to the provision of this Article XIII shall be valid only if and to the extent that such amendment further restricts the power to amend these Articles.

**ARTICLE XIV**  
**VOTING BY PROXY**

No member shall be allowed to vote on any matter properly submitted to the membership by proxy and in order for any member to properly cast such member's vote at any meeting of the membership, such member shall be present at such meeting.