

BYLAWS OF ST. TIMOTHY MISSION AUXILIARY
(Proposed)

A. NAME

1. St. Timothy Mission Auxiliary

B. PURPOSE

1. Raise money to provide financial assistance for activities, projects, and materials of St. Timothy Lutheran Church which are not supported by the General Fund. Note: no money may be contributed to the General Fund.
2. Raise money to provide financial of worthy charities in the community. Note: a minimum of ten percent of all money raised will be used for this purpose except in the case of emergency.
3. Provide financial support in case of church member emergencies.
4. Act as a mission group to support the members of St. Timothy Lutheran Church with time and talent.
5. Act as a mission group to support selected community services with time and talent.

C. MEMBERSHIP

1. Members and non-member participants of St. Timothy Lutheran Church who are actively participating in the activities of the auxiliary.
2. Members should be registered with the auxiliary secretary.

D. MEETINGS

1. The meetings of the St. Timothy Mission Auxiliary shall be as specified:
 - i. Annual Meeting: the members of the auxiliary will meet once per year to elect the Governing Board and officers for the upcoming year, discuss activities and finances of the past year, plan major activities and financial goals for the upcoming year, propose and make changes to the bylaws of the auxiliary if necessary, and discuss other items placed on the agenda by the President of the Auxiliary. The annual meeting will normally be held in the month of January.

- ii. Quarterly Meetings: the members of the auxiliary will meet once per quarter to discuss activities and financial transactions of the past quarter, discuss the events and financial plans of the upcoming quarter, make changes or additions as necessary to the financial goals and activities planned at previous meetings, and discuss other items placed on the agenda by the President of the Auxiliary. Quarterly meetings will normally be held in January, April, July, and October, with the January meeting doubling as the annual meeting.
- iii. Emergency Meetings: the President of the Auxiliary may call emergency meetings of the auxiliary as necessary. All members must have notice via a minimum of one publishing of the weekly church bulletin. Every effort should be made to contact each member of the auxiliary individually in the event of an emergency meeting.
- iv. Notice of the annual and quarterly meeting of the auxiliary shall appear:
 - a) In the church bulletin for two consecutive Sundays preceding the meeting
 - b) In one publication of *The Scroll*.
- v. Sixty-one percent of auxiliary members (including official proxy votes) will constitute a quorum. If sixty-one percent of auxiliary members are not present, the meeting will be rescheduled. Fifty-one percent of auxiliary members (including proxy votes) will constitute a quorum at rescheduled meetings. Notice or rescheduled meetings shall appear in one church bulletin.
- vi. All actions shall be by majority vote.
- vii. Voting by proxy is permitted using the following guidelines:
 - a) The proxy is in writing and signed by the absent voter.
 - b) One member may have the proxy vote for only one other member.
- viii. Voting by absentee ballot is not permitted.

2. The meetings of the St. Timothy Mission Auxiliary Governing Board shall be as specified:
 - i. Monthly Meetings: the elected members of the St. Timothy Mission Auxiliary Governing Board will meet once per month to: approve disbursement of money for items planned in the annual and quarterly meetings, discuss the upcoming activities for the next month, receive reports on money disbursed during the previous month, receive reports from the group liaisons, and discuss other items placed on the agenda by the President of the auxiliary. Board meetings are open to all members of the auxiliary.
 - ii. Emergency Meetings: the President of the Auxiliary may call emergency meetings of the Governing Board as necessary.
 - iii. Five of seven board members will constitute a quorum.
 - iv. All actions shall be by majority vote.
 - v. Voting by proxy or by absentee ballot shall not be permitted.

E. GOVERNING BOARD

1. The St. Timothy Mission Auxiliary Governing Board will consist of seven members of the auxiliary and two alternates. Any registered member of the auxiliary may be elected.
2. A member's place on the Governing Board shall be declared vacant if the member:
 - i. Ceases to be a member of the auxiliary
 - ii. Is absent from four consecutive meetings of the board
 - iii. Resigns.
3. The seven members of the Governing Board shall be elected at the St. Timothy Mission Auxiliary annual meeting in January of each year. Their term of office shall be for one year, with no limit on the number of terms or consecutive terms served.
4. Board member vacancies shall be filled by the alternate board members elected at the annual meeting.

5. The duties of the board shall be as follows:
 - i. To oversee the day-to-day activities of the auxiliary.
 - ii. To account for all money raised by the auxiliary.
 - iii. To disburse money as specified by the auxiliary during its annual and quarterly meetings when appropriate money becomes available.
 - iv. To receive reports from the Group Liaisons.
 - v. The board has the authority to disburse money to causes not specified by the auxiliary in case of emergency up to a limit of ninety percent of the emergency fund balance per emergency. A consensus vote is required of the board members present.
 - a) The auxiliary will maintain a balance of \$500 in order to cover expenses and provide funding for church emergencies.
 - b) The emergency fund will be at a rate of 25% of all fund income until a balance of \$500 is established. If monies are disbursed from the emergency fund, the fund will be replenished at a rate of 25% until the \$500 balance is reestablished.
 - vi. To disburse a minimum of ten percent of money received to charities as discussed in b.2. Approval of the auxiliary is required to disburse more than ten percent of money received to charitable causes.
 - vii. Group Liaisons
 - a) Each member of the Governing Board shall function as a group liaison for a minimum of one committee, group, or interest of the congregation (for example: choir, Golden Girls, Worship and Music, etc.).
 - b) Group Liaisons shall maintain lines of communication between the auxiliary and group(s) to which they are assigned. Requests for monies or services rendered by the auxiliary should be made through the group liaison.
 - c) Group Liaisons report at each board meeting.

F. OFFICERS

1. There shall be four officers of the St. Timothy Mission Auxiliary:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary
2. The officers shall be elected at the auxiliary's annual meeting in January.
3. All officers shall be elected members of the Governing Board.
4. The term of office for each officer shall be one year, with a limit of three consecutive terms in any one office.
5. Duties of the officers:
 - i. President
 - a) The president shall preside at all meetings. He or she will define the agenda for each meeting.
 - b) The president shall vote only in the event of a tie, in which case he or she will cast the tie-breaking vote. This is for both board votes and auxiliary votes.
 - c) The president shall appoint all chairpersons of any special committees set up by the board.
 - d) The president shall be a signatory of all Auxiliary bank accounts.
 - ii. Vice President
 - a) The Vice President shall assume the office of President in the event of vacancy of that office.
 - b) The Vice President shall assist the President in supporting the function of the auxiliary.

- c) The Vice President shall preside at meetings of the board and/or auxiliary in the absence or at the request of the President.

iii. Treasurer

- a) The treasurer is responsible for the receipt, disbursement, and accounting of all funds of the auxiliary.
- b) The treasurer is to maintain accurate and thorough records of all transactions and present these for audit when requested.
- c) The treasurer shall report the status of all funds and transactions at each board meeting and at each auxiliary meeting.
- d) The treasurer shall be a signatory of all Auxiliary bank accounts.

iv. Secretary

- a) The secretary shall prepare minutes of all meetings of the auxiliary and of the governing board.
- b) The secretary shall see that all minutes and reports from such meetings are kept in an orderly fashion.
- c) The secretary shall maintain an accurate membership list of all members of the St. Timothy Mission Auxiliary and Governing Board.