

**BYLAWS OF
HOPE LUTHERAN CHURCH (CALGARY)**

FEBRUARY, 2006

**These Bylaws were approved at an Annual Meeting
of the congregation of Hope Lutheran Church (Calgary)
on February 5, 2006**

HOPE LUTHERAN CHURCH (CALGARY)

BYLAWS

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PART I

Annual Meeting of the Congregation

Section 1. The Annual meeting of the congregation shall be held within 45 days of the preceding year end.

PART II

Nominations and Elections

Section 1. Members of the congregational council shall be elected for terms of three (3) years. Members are eligible to sit for two (2) consecutive terms at which time they must take a break of at least one (1) year. At each annual meeting of the congregation, the number of members to be elected to fill vacant positions shall be sufficient to maintain the minimum required by the Constitution. Vacant positions are those which arise from either the expiration of the term or the resignation of a member.

Section 2. A committee to nominate candidates for each Congregational Council vacancy to be filled at the annual meeting of the congregation shall be appointed by the Council in November prior to the annual meeting.

Section 3. The nomination committee shall present to the annual meeting of the congregation at least one (1) nominee for each council vacancy. Additional nominations may be made from the floor of the annual meeting. Only persons who give their consent shall be nominated.

Section 4. Voting members may vote for the same number of candidates as there are vacancies in the congregational Council to be filled. Candidates shall be elected in relation to the number of ballots cast in their favour, commencing from the highest number and proceeding downwards until the number of vacancies is filled. In the event of two or more candidates receiving the same number of ballots for the final one or more positions, a second or more ballots may be taken until all vacancies are filled.

Section 5. Executive positions and responsible committee positions will be elected/determined at the first council meeting following the annual meeting of the congregation. The congregational council shall also elect a treasurer and a financial secretary who need not be members of the congregational council.

PART III

Financial Reports and Audits

- Section 1. The financial report presented to the annual meeting of the congregation for the year ending December 31st of the preceding year prior to the annual meeting pursuant to ARTICLE X, Section 6 of the Constitution of this congregation may be unaudited in the event that there was insufficient time to reasonably complete an audit.
- Section 2. In the event that a financial report for any year was presented in unaudited form to an annual meeting pursuant to Section 1 above, the audited report for that period shall be given at the earlier of the next annual meeting of the congregation or at a special meeting of the congregation so long as the purpose of the special meeting included receiving the audited financial report.
- Section 3. Financial reports of the treasurer and financial secretary for presentation to the congregation and Council may be combined and made as one report showing revenues and expenditures, a balance sheet and changes in balances of funds together with such notes as are necessary for proper presentation and disclosure. The financial secretary may prepare a separate report providing details of revenues so long as confidentiality of members' contributions is preserved.

PART IV

Committees

- Section 1. The Congregational Council may appoint such committees and require reporting by such committees as the Council deems advisable to assist in carrying out the mission of the congregation as set forth in ARTICLE III of the Constitution.

PART V

Archives

- Section 1. The archives and records of the congregation shall be kept by the pastor or by another person under the direction of the pastor. At the time of a pastoral vacancy, the archives and records shall be kept by the secretary of the congregation or by another person under the direction of the secretary until the pastoral vacancy is filled.

PART VI

Mailings

- Section 1. Mailings to congregation members required pursuant to notice provisions in the constitution may be sent by post or placed into the members' mailboxes in the narthex of the church.