

MEMORIAL LUTHERAN CHURCH AND STUDENT CENTER
AMES, IOWA

October 1994

CONSTITUTION

Article I

Name

The name of this congregation shall be Memorial Lutheran Church and Student Center of Ames, Iowa.

Article II

Confessional Standard

This congregation accepts and acknowledges all the Canonical Books of the Old and New Testaments as the revealed, inerrant Word of God, and accepts and acknowledges all the Confessional Books of the Evangelical Lutheran Church, as they were originally published in the Book of Concord, 1580, to be a true and genuine exposition of the doctrines of the Bible, namely: (1) the Apostles', Nicene, and Athanasian Creeds; (2) the Unaltered Augsburg Confession; (3) the Apology of the same; (4) the Smalcald Articles; (5) Luther's Large Catechism; (6) Luther's Small Catechism; and (7) the Formula of Concord.

Article III

Membership

In this congregation, we distinguish between baptized, communicant, voting and guest members, all of whom must be baptized. Baptized members include all members, children and adult, who have received the Sacrament of Holy Baptism. Communicant members are those persons who have been confirmed in the Lutheran Church, and who have been accepted as members of this congregation by confession of faith or by letter of transfer. Voting members, also referred to as the Church Assembly, include all communicant members who are eighteen years old or older. Guest members are Lutheran students at Iowa State University or area colleges who make Memorial Lutheran Church their regular place of worship but who have not transferred their membership. Members will be removed from the membership rolls of the congregation by death, letter of transfer, peaceful release, or by excommunication.

Article IV

Powers Vested In The Congregation

The congregation, through the Church Assembly, shall have the supreme power in the internal and external administration and management of its own spiritual and material affairs, subject on major issues to the approval of the Board of Directors of Iowa District West.

The Board of Directors, as defined in Article V, shall have no authority beyond that which has been conferred upon them by the congregation.

The right to call and depose ministers and assistants and to elect and remove members of the Board of Directors shall never be delegated to an individual or group other than the congregation.

Article V

Board of Directors

The Board of Directors of the congregation shall consist of the chair of the Board of Directors, who also shall be the vice-chair of the congregation; the chair of the congregation, who also shall be the vice-chair of the Board of Directors; the treasurer; the recording secretary; and the chairs of the primary committees as established by the Church Assembly.

The Board of Directors shall carry out the policies prescribed by the Church Assembly, may propose new policies to the Church Assembly and, in general, shall be responsible for the effective operation of the congregation through the various primary committees.

All members of the Board of Directors shall be voting members. Each term of office is for one year. No member shall be on the Board of Directors for more than three (3) consecutive years.

The financial secretary will serve as an ex officio and non-voting member of the Board of Directors. This position shall be appointed each year by the chair of the Board of Directors with the approval of the Board of Directors. There is no limit to the number of years the financial secretary may serve.

The general duties of the various members of the Board of Directors and the financial secretary are defined in the Bylaws of this Constitution. The pastors shall be ex officio and non-voting members of the Board of Directors.

Article VI

Corporate Officers

The chair of the congregation, the chair of the Board of Directors, the treasurer and the recording secretary shall be the Corporate Officers of the congregation.

Article VII

Pastoral Office

The pastoral office in the congregation shall be conferred upon such person (or persons) who accepts and acknowledges the Confessional Standard enunciated in Article II of this Constitution and who, in the call extended and accepted, stands pledged to the same.

A pastor's call to Memorial Lutheran Church and Student Center is not for a specified time, but for as long a time as he teaches the Word of God in truth and purity, is faithful in the performance of his duties, and leads a Christian life. The congregation may release the pastor from the call upon his request.

Article VIII

Removal From Office

Any member of the Board of Directors may, in Christian and lawful order, be removed from office by a two-thirds majority vote at a meeting of the Church Assembly. Sufficient and urgent causes for removal are: (1) persistent adherence to false doctrine; (2) the leading of an offensive life; and (3) unfaithfulness, or gross inability in reference to the performance of duties.

The financial secretary may be removed from this position by a two-thirds vote of the Board of Directors. Reasons for removal would be consistent with those for the members of the Board of Directors.

Article IX

Meetings

A meeting of the Church Assembly shall be held at least once each year at which time the election of the Board of Directors shall take place. Special meetings, the time and purpose of which shall be duly announced, may be called by the Corporate Officers, the Board of Directors, a pastor, or upon petition signed by ten percent of the voting membership. Every voting member shall be notified of all meetings of the Church Assembly by church publication and! or mail.

The Church Assembly shall function primarily as a policy making group. Any properly announced meeting may transact business if ten percent of the voting membership is in attendance.

The Board of Directors shall meet once each month unless canceled by a vote of the Board of Directors. In addition, it shall meet whenever its chair, a pastor, or a majority of its members deem it necessary.

Proceedings shall be governed by Robert's Rules of Order in as far as they are in accord with Christian love.

Article X

Property

The title for the buildings and grounds of Memorial Lutheran Church and Student Center is held by the Iowa District West of the Lutheran Church--Missouri Synod. All properties owned by the congregation are the estate of the entire congregation. Members who sever their connection with the congregation shall by such separation forfeit all claims to the property. This shall also be true of persons excommunicated from the congregation.

Article XI

Amendments

Amendments to the Constitution must be submitted in writing and be accepted by not less than a two-thirds majority of the voting members present at each of two consecutive meetings of the Church Assembly . Voting members of the congregation shall receive a copy of the proposed amendment by mail prior to each meeting of the Church Assembly.

Adopted by Church
Assembly October 9, 1994

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MEMORIAL LUTHERAN CHURCH AND STUDENT CENTER
AMES, IOWA

August 1994

BYLAWS

Article I

Election of Pastor

The election of a pastor shall be in the following manner: At a meeting of the Church Assembly, a slate of candidates previously approved by the Board of Directors of Iowa District West shall be presented by the Corporate Officers. The candidate receiving a majority vote shall be declared elected. This vote, then, as an expression of Christian unity, shall be considered made unanimous by the Church Assembly in making the call.

A call issued for a candidate at one of the seminaries shall be extended through the appointed Board of Synod.

Article II

Election Of Board of Director~

The Corporate Officers shall propose at least one candidate for each office (see Articles III and V of Bylaws) for election at the annual meeting of the Church Assembly. This slate of candidates shall be published not later than two weeks prior to the meeting at which the election is to be held. The slate of candidates may be revised or amended at the meeting prior to the election. The candidate receiving a plurality vote shall be declared' elected.

All officers, elected to their respective offices, shall be installed publicly into office not later than the last Sunday in May. Their offices become effective June 1, following.

In case an office shall become vacant, the Corporate Officers shall propose at least one candidate for election at the next Board of Directors meeting or at the next Church Assembly meeting, whichever comes first, following such vacancy.

Article III

Duties of Corporate Officers

The Corporate Officers shall be the liaison between the congregation and Iowa District West. The chair of the congregation shall be the chair of the Corporate Officers.

The Corporate Officers shall be responsible for the selection and hiring of the church staff, not including called personnel, the preparation of the annual budget and other duties assigned by the Board of Directors, subject to the approval of the Board of Directors.

The chair of the congregation shall be responsible for conducting the meetings of the Church Assembly and shall be the vice-chair of the Board of Directors.

The chair of the Board of Directors shall be responsible for conducting the meetings of the Board of Directors and shall be the vice-chair of the congregation.

The treasurer shall receive, record, and deposit all monies received by the congregation; write checks for all vouchers submitted by the financial secretary; and monthly obtain a bank statement and reconcile it with the congregation's financial records.

The recording secretary shall keep an accurate record of all proceedings of the Church Assembly, Board of Directors, and the Corporate Officers.

Article IV

Duties of the Financial Secretary

The financial secretary shall issue vouchers to the treasurer for payment of all bills, keep exact record of all receipts and disbursements and keep a file of all paid invoices, submit a quarterly written report of finances to the Board of Directors and provide a report of finances to the treasurer to be given at each regular meeting of the Board of Directors, cause an annual financial report to be published, submit all financial records to the auditing committee upon request, and tend to such other work as will promote the best interest of the congregational finances.

Article V

Primary Committees

The primary committees shall not exceed eight (8) in number. Primary committee names and duties may be changed only by the Church Assembly. Committee chairs may select as many committee members as necessary for efficient operations. These members may be chosen by the committee chairs from communicant or guest membership of the congregation.

The primary committees and their general responsibilities shall be as follows:

Campus Ministry Committee:

Shall concern itself with student programs and serve as the liaison between students and the Board of Directors.

Discipleship Committee:

Shall concern itself with keeping the membership informed and active in their congregational life.

Education Committee:

Shall concern itself with the proper education of the church body, including children and adults, in Christian doctrine and Christian family living.

Outreach Committee:

Shall concern itself with contacting and evangelizing people outside of the congregational membership.

Property Committee:

Shall concern itself with the use, maintenance, and repair of the physical plant and equipment, including the parsonage, and with the purchase of all equipment as authorized by the Board of Directors.

Service Committee:

Shall concern itself with helping our members and others in areas of special need.

Stewardship Committee:

Shall concern itself with the development of all members' recognition of their obligation as stewards of time, abilities, and possessions and with directing their use in the service of Christ's Church.

Worship Committee:

Shall concern itself with all aspects of the worship life of the congregation, being responsible for all worship services.

The responsibilities for each of the primary committees may vary somewhat from year to year. Specific projects and guidelines may be specified by the Board of Directors.

Article VI

Organizations of the Congregation

All organizations of the congregation shall exist only with the consent of the Board of Directors, and shall be subject to all rules and regulations promulgated by the Board of Directors for the governance of such organizations. In the case of dissolution of any such organization, all monies and property held in the name of the dissolving organization shall become the property of the congregation.

Article VII

Release of Membership

Members that have moved from the community and have not taken action with regard to their membership shall be contacted to encourage them to transfer to a congregation in their present community. If no transfer is requested within a period of one year, they may be removed from the membership rolls of the congregation.

Article VIII

Amendments

Amendments to the Bylaws must be submitted in writing and must be mailed to voting members of the congregation prior to being submitted for acceptance at a meeting of the Church Assembly. Amendments to the Bylaws must be accepted by not less than a two-thirds affirmative vote of the voting members present at the meeting.

Adopted by Church Assembly
August 7, 1994

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