

THE BY-LAWS OF THE WEST SIDE BAPTIST CHURCH OF TOPEKA, KS
A Registered 501(c)3 Not-For-Profit Religious Charitable Corporation
(Federal Identification Number: 48-0612483)
(Kansas Exemption Number: KSL2FEW76X; Expires 10-01-2020)

ARTICLE I. MEMBERSHIP

Section 1 – Qualifications: Any person professing faith in Jesus Christ as Lord and Savior, accepting Baptist principles and the practices and the covenant of this church may request and be voted into the membership of this church.

Section 2 – Receiving of Members: Upon request to the Pastor, Moderator or at a meeting of the membership, a person may be received by affirmation of the membership based on:

1. Baptism
2. Letter of transfer or recommendation from a previous Christian church and prior baptism
3. A satisfactory statement of Christian faith and prior baptism

Section 3 – Responsibilities of Members: Members shall strive to be faithful to Christian principles as set forth in scripture and support the mission of the church through attendance, prayer, service and monetary giving.

Section 4 – Membership Rolls: Three types of membership rolls shall be maintained by the Church Clerk.

1. **Active Membership Roll:** Members who strive to meet the responsibilities of members as stated in Section 3 above. A person requesting membership and accepting the responsibilities of members as stated in Section 3 above but wishing to maintain membership in a former church may be accepted into membership with the full privileges of membership.
2. **Roll of Record:** When a member has been inactive, without cause, for one year by non-attendance and/or lack of financial support of the church's mission and/or lack of communication with the church, the Council may transfer the member's name to the Roll of Record. Before such action is taken, reasonable attempts shall have been made to encourage a renewal of their relationship with the church. The member shall be notified by the Clerk, if possible, that such action has been taken. A member on the Roll of Record should not have the privilege to vote.
 - a. **Restoration to Active Membership:** Any person whose name is on the Roll of Record may be restored to active membership by the Council if they renew their

relationship with the church and strive to meet the responsibilities as noted in Section 3 above.

3. **Former Membership Roll:** Membership in this church may be terminated by affirmation of the membership. The member's name shall be recorded on the Former Membership Roll noting the date they joined the church, if possible, and the date their name was removed from the Active Roll or the Inactive Roll. A member's name may be put on the Former Membership Roll for any of the following reasons:
 - a. The member requests a letter of transfer for the purpose of uniting with another church. In such case, the clerk shall send a letter of transfer to the appropriate person in the other church if requested.
 - b. A member requests in writing that his/her name be dropped from either the Active Membership Roll or the Inactive Membership Roll.
 - c. A member has been on the Inactive Membership Roll for two years and the following conditions have been met:
 - i. A number of contacts have been made to encourage the renewal of his/her relationship with the church body.
 - ii. A letter has been sent notifying the person of the pending action with a 90-day waiting period for a response.
4. **Memorial Roll:** When a member dies, his/her name shall be placed on the Memorial Roll noting, if possible, the date they became a member of the church and the date of their death.

Section 5 - Review of Membership Rolls: The membership rolls of the church shall be reviewed annually for accuracy and updated as needed by the Church Clerk.

ARTICLE II. MEETINGS

Section 1 – Meetings:

1. **Public worship:** The church shall meet on Sunday for public worship, as weather permits. The Lord's Supper shall be observed on the 1st Sunday morning and as determined by the ordained minister. Baptismal services shall be observed as determined by the ordained minister and/or the Council. Other services may be held as deemed desirable by the Council.
2. **Annual Business Meeting:** The annual business meeting shall be held no later than January 31 on a date set by the Council. The agenda shall include, but not be limited to, annual reports of the Pastor, officers, ministry coordinators, committees, task forces, auxiliary organizations and items for membership discussion and/or action.
3. **Quarterly Business Meetings:** Quarterly business meetings shall be called by the Council at least quarterly to receive reports and to carry out the business of the church. One of these meetings shall be called in December for the purpose of adopting a budget

and electing Council members and any other elected positions for the following year. All business meetings shall include, but not be limited to, reports of the Pastor, the Council, other groups as appropriate and items for membership consideration and/or action. Individuals having an item of concern or a motion they wish considered at a business meeting must present such item to the Council at the regular Council meeting prior to the business meeting.

4. **Special Business Meeting:** Special business meetings may be called at any time by the Pastor, Moderator or upon a written petition, including the reason for requesting the meeting, signed by at least 15 active members presented to the Pastor or Moderator. Active members shall be notified at least two weeks prior to the meeting and a notice of the meeting shall appear in the Sunday worship bulletin and shall be announced at the Sunday worship service at least two consecutive weeks prior to the meeting. The notice and announcement shall include the date, time, place and purpose(s) of the meeting. No vote taken at a special business meeting shall be binding unless it is relative to a matter(s) stated in the notice as the purpose(s) of the meeting.
5. **Meetings for Fellowship:** Meetings for the primary purpose of fellowship shall be planned and carried out as the need and desire arises.
6. **Denominational Meetings:** The church may elect informed delegates each year as representatives to the scheduled denominational meetings (e.g., area, regional, national, and international) in accordance with the number allotted to the church. The delegates shall be elected at a business meeting prior to the scheduled denominational meeting.

Section 2 – Quorum:

1. **Regular Quorum:** At each Annual Business meeting, the membership shall adopt a quorum necessary to conduct business during the current year. This quorum shall be in effect until changed by a subsequent vote and shall apply to all matters of business unless otherwise noted in these By-Laws.
2. **Special Quorum:** For the purpose of:
 - a. Calling or dismissing the Pastor or other ministerial staff,
 - b. The purchase, sale or mortgage of real property or
 - c. On matters of denominational relationships
 a quorum of at least three-fourths of the active membership eligible to vote or the quorum established at the Annual Meeting whichever is greater is required. An affirmative vote of at least three-fourths of eligible voters present and voting is required. Such votes shall be by secret ballot.

Section 3 – Eligible Voters: All active members of the church are entitled to one vote on matters presented to the membership with three exceptions: (1) on matters pertaining to

denominational relationships; (2) on matters pertaining to the purchase, sale or mortgage of real property; (3) on matters pertaining to the calling or dismissing of pastoral staff. Active members voting on these three matters must be of legal age as determined by the Kansas Statutes.

Section 4 – Voting: Votes may be taken after the presiding officer has determined a quorum of eligible voters is present. Any matters of business shall be adopted by an affirmative vote of a majority of eligible voters present and voting unless otherwise noted in these By-Laws.

1. A secret ballot may be called for on any matter by an eligible voter.
2. Voting by proxy shall not be permitted.
3. The decision of the congregation is final.

Section 5 – Governance of Meetings: Roberts Rules of Order, Newly Revised shall govern the conduct of business meetings of the church. In matters, other than those covered in these By-Laws, decisions may be reached by a consensus unless a vote is called for by an eligible voter. The Moderator may appoint a parliamentarian.

ARTICLE III. MINISTERIAL STAFF

Section 1 – Senior Pastor Qualifications: The Senior Pastor shall be an ordained minister whose credentials satisfy the ordination standards of the American Baptist Churches USA.

Section 2 – Senior Pastor Responsibilities: The Senior Pastor shall

1. Serve as the church's spiritual leader
2. In coordination with the Council, promote the spiritual growth of the congregation and church through, but not limited to, preaching, Bible study, pastoral care, and visitation
3. Assist the Council and congregation in discerning God's purpose for and the mission of the church; assisting in its health and growth of the Council and church and assist in planning for and carrying out ways to address the weaknesses and use the strengths
4. Administer the ordinances of the church
5. Serve as ex-officio member of the Council, committees and task forces of the church attending meetings as appropriate
6. Coordinate the activities of paid staff
7. Assist the committees in developing position descriptions

Section 3 – Establishment of Relationship:

1. **Pastoral Search Committee:** When a vacancy in the senior pastorate occurs, a Search Committee of the Vice-Moderator and at least five members shall be elected by the membership upon the recommendation of the Council. The Moderator shall serve as an ex-officio member. The committee shall select a chairman and secretary and develop a

budget to be submitted to the Council. All minutes of the committee shall be considered confidential.

2. **Pastoral Search Program:** The church and the committee shall participate in the pastoral search programs of the American Baptist Churches USA and the American Baptist Churches of the Central Region.
3. **Terms of Call:** When the committee has selected a candidate, it shall negotiate an agreement of employment with the candidate based on any parameters established by the membership.
4. **Proposing a Candidate:** When the committee is ready to propose a candidate, the committee shall send the following information to all active members at least two weeks before the committee formally presents the candidate at a Sunday worship service. The notice shall include the name and qualifications of the candidate, the negotiated conditions of employment, the Sunday the candidate will be introduced to the membership and fill the pulpit and the date, time and place of the business meeting at which the recommendation of the committee will be considered.
5. **Calling a Candidate:** For the purpose of calling a pastor, a quorum of three-fourths of the active members or the quorum established at the Annual Meeting, whichever is greater, shall be required. The vote shall be by secret ballot and an affirmative vote of at least three-fourths of eligible voters present and voting shall be required.

Section 4 – Continuance of Employment: The pastoral relationship shall continue for an indefinite term, so long as such relationship is mutually satisfactory to the Pastor and the membership. After the annual evaluation, conditions of employment may be renegotiated at the request of the Pastor or the Pastoral Relations Committee.

Section 5 – Dissolution of Employment:

1. **Voluntary Termination:** The pastor may resign with at least one month's notice to the Council. The Council shall promptly notify the congregation of the resignation, the date and terms of the resignation.
2. **Involuntary Termination:** The Council may recommend the dissolution of the pastoral relationship to the membership. A notice of the business meeting at which such action will be proposed shall be sent to the congregation at least three weeks prior to such meeting unless determined otherwise by the Council. The notice shall include the date, time and place of the meeting and the date and terms of the dissolution. The terms shall include at a minimum one month's severance pay and payment of any retirement and health insurance premiums for one month after the dissolution.
 - a. The dissolution of the pastoral relationship proposed by the Council shall require a quorum of three-fourths of the active membership or the quorum established at the annual meeting, whichever is greater, and an affirmative vote of at least

three-fourths of the eligible voters present and voting. Voting shall be by secret ballot.

- b. Upon notice of dissolution of the pastoral relationship, whether by the pastor or membership action, the Council shall recommend to the membership that the church utilize the Interim Pastor Program of the American Baptist Churches of the Central Region.

ARTICLE IV. CHURCH COUNCIL

Section 1 – Council of Ministries: The administrative board of the church shall be known as the Council of Ministries, here-in called the Council. Members of the Council shall be the four officers: Moderator, Vice-Moderator, Clerk and Treasurer, who shall also be designated as President, Vice-President, Secretary and Treasurer of the Corporation respectively, and the Coordinators of the Permanent Ministries of the church. Pastoral staff and the financial secretary shall be ex-officio members.

Except for pastoral staff, officers and financial secretary, members of the Council shall be called Coordinators who shall be active members of the church, possess leadership qualities and be elected by the membership as set forth in Article III, Sections 4 and 5 of these By-Laws.

Section 2 – Executive Committee: The Moderator, Vice-Moderator, Secretary and Treasurer shall constitute the Executive Committee of the Council.

Section 3 – Council Terms of Office: All Council members shall be elected for a three-year term in such manner that approximately one-third of the Council members are elected each year.

Council members may serve two consecutive terms with the exception of the Clerk and Treasurer who may serve two or more consecutive terms. All Council members may be elected to the Council in the same or another position after one year's absence from the Council.

Section 4 – Council Elections: After prayerful consideration, the Nominating Committee shall submit to the Council the slate of those nominated to fill the vacant Council positions and any other elected positions no later than the October Council meeting.

The annual election of Council members shall be by membership vote at the November church business meeting. The slate of those nominated shall be presented to the congregation at least two weeks prior to the November business meeting.

Opportunity shall be provided for additional nominations from the floor provided the person being nominated has agreed to serve. If more than one person is nominated for a position, voting shall be by secret ballot.

Section 5 – Council Vacancies: Vacancies in the Council which occur between elections shall be filled for the unexpired term by vote of the membership upon recommendations of the Council.

The Bylaws of West Side Baptist Church of Topeka, Kansas

Founded on January 1, 1881 as the "Forsta Swenska Baptists Kyrkan" (First Swedish Baptist Church) of Topeka

Adopted by the Congregation on June 7, 2015

Amended by the Congregation on Sunday, December 2, 2018

Should any Council member, without just cause, miss three consecutive Council meetings or four meetings in a given year or fail to perform the duties of the position to which elected for a period of three consecutive months, the Council will declare that position vacant.

Section 6 – Council Responsibilities: The responsibilities of the Council shall be as follows:

1. Administrative oversight of the operation and activities of the church
2. Planning, developing and coordinating the ministries of the church
3. Providing for the long-range planning for the ministry of the church
4. Establishing policies and procedures
5. Listening and responding to input from members of the congregation and keeping the congregation informed of all decisions by posting the minutes of the meetings
6. Calling general and special business meetings of the membership as set forth in these By-Laws
7. Assume the legal role of directors of the church corporation
8. Approve all expenses over \$500 not included in the budget

ARTICLE V. CHURCH OFFICIERS

Section 1 – Officers Responsibilities: The responsibilities of the officers shall be as follows:

1. Moderator

- a. Act as President of the Corporation
- b. Preside at Council and business meetings
- c. Develop agendas for Council and membership meetings
- d. Ensure the proper transfer of records, information and equipment to Council member's successor at the end of his/her term of office
- e. Work in close cooperation with the pastoral staff and Council members to promote the fullest participation of the congregation in the spiritual program and business life of the church
- f. Ensure adequate communication between the Pastor, the Council and the congregation; provide opportunities for congregation input on matters to be considered by the Council, the ministries or the congregation
- g. Bring before the Council matters concerning the church brought to his/her attention by the pastor or members of the congregation
- h. Serve as an ex-officio member of all committees and task forces of which he/she is not a member, attending meetings as appropriate
- i. Submit a summary of Council action or action being considered for the church newsletter

2. Vice Moderator

- a. Act as Vice-President of the Corporation

- b. Fulfill the duties of the Moderator in the Moderator's absence
- c. Perform personnel portfolio responsibilities as follows:
- d. Ensure that appropriate and complete personnel records are maintained as confidential records
- e. Develop policies for determining if and when information from a personnel file is to be released and to whom; the Council shall approve these policies before implementation
- f. Establish a time table for the completion of annual staff evaluations and monitor for compliance
- g. Serve as first line mediator of problems, conflicts and misunderstandings between personnel or supervisor and person(s) supervised
- h. Every three years, and other times as needed, review the Personnel Handbook with the Personnel Committee making recommendations to the Council for revision as deemed appropriate

3. Clerk

- a. Serve as Secretary of the Corporation
- b. Keep a record of all Council and membership meetings; provide copies to Council members and others as appropriate
- c. Maintain accurate membership rolls
- d. Ensure that minutes and any items relating to them, membership rolls, the church seal and any other legal documents are maintained on church property
- e. Perform other duties which usually pertain to such an office

4. Treasurer

- a. Serve as Treasurer of the Corporation
- b. Maintain an accurate record of all financial accounts and financial transactions of the church and ensure that all records are maintained on church property
- c. Disburse funds in accordance with policies and procedures established by the Council or by vote of the membership
- d. Ensure that all financial records and transactions conform to accepted accounting practices
- e. Provide a copy of the monthly financial statement to the Council and others as requested
- f. Provide a copy of the annual financial statement to the Council, and others as requested
- g. Provide each Ministry Coordinator with a monthly financial statement showing all actions in their account(s)
- h. Serve as chair of the Memorials Committee

5. Financial Secretary

- a. Serve as an ex-officio member of the Council, attending meetings as requested
- b. Maintain an accurate record of all donations given to the church
- c. Maintain a confidential account of each donor's record of giving according to IRS regulations. Provide each donor quarterly and annual statement of giving which meets the requirements for a tax deduction
- d. Collect and keep a confidential record of all financial pledges made to the church and provide the Treasurer with an estimated income for the following fiscal year
- e. Ensure all monies are deposited to the credit of the church in federal insured accounts (FDIC) in banks designated by the Council and forward deposit slips for all deposited funds to the Treasurer
- f. Provide the Assistant Financial Secretary with passwords and codes to the files

6. Assistant Financial Secretary

- a. Assist the Financial Secretary
- b. Fulfill the duties of the Financial Secretary in the Financial Secretary's absence

Section 2 – Bonding: The Treasurer, Financial Secretary and any other persons authorized to handle monies of the church or sign checks on any church accounts, including accounts of auxiliary groups, shall be bonded for amounts as determined by the Council.

ARTICLE VI. PERMANENT MINISTRIES OF THE CHURCH

Section 1 – Coordinators and Responsibilities: Coordinators shall present members for their committees, in addition to the Standing Committees under their Ministry, to the Council for appointment.

1. **Coordinator of the Ministry of Trustees:** Trustees shall be responsible for maintaining and improving church property. They shall oversee:
 - a. Property Committee
 - b. Memorials Committee
 - c. Stewardship Program
 - d. Maintenance of Historical records
 - e. Assist the Personnel Committee in developing job descriptions for custodial staff
2. **Coordinator of the Ministry of Mission:** The Ministry of Mission shall be responsible to administer, coordinate, and promote the mission work of the church in partnership with local, regional, national, and international programs. They shall oversee:
 - a. Mission education/projects
 - b. Mission offerings

- c. Cooperative work with local agencies
 - d. American Baptist Women's Ministries (ABWM)
 - e. American Baptist Men
 - f. Financial giving to American Baptist Churches, USA
- 3. Coordinator of the Ministry of Christian Education:** The Ministry of Christian Education shall be responsible to administer, coordinate, and promote Christian discipleship for all ages. They shall oversee:
- a. Educational program
 - i. Sunday School
 - ii. Bible Study
 - iii. Small groups
 - iv. Special educational events/programs
 - b. Children's Ministry
 - c. Youth Ministry
 - d. Other on-going programs as deemed appropriate
- 4. Coordinator of the Ministry of Outreach and Evangelism:** The Ministry of Outreach and Evangelism shall be responsible to administer, coordinate, and promote the evangelism programs in the church, neighborhood, and world. They shall oversee:
- a. Activities of outreach
 - b. Special community events
 - c. Evangelism program
- 5. Coordinator of the Ministry of Fellowship and Membership:** The Ministry of Fellowship and Membership shall be responsible to administer, coordinate, and promote the spirituality and congregational care of the membership. They shall oversee:
- a. Prayer ministry
 - b. New membership recruitment and training
 - c. Justice and reconciliation
 - d. Congregational care
 - e. Visitation
 - f. Ordination committee
 - g. The Social Committee
 - i. Special congregational fellowship events
 - ii. Receptions and funeral dinners
 - iii. Maintain kitchens and pantry supplies

- 6. Coordinator of the Ministry of Worship:** The Ministry of Worship shall be responsible to administer, coordinate, and promote the public worship of the Triune God. They shall oversee:
- a. Planning worship experiences
 - b. Flowers and gifts when appropriate
 - c. Assist Personnel Committee in developing job descriptions for music staff
 - d. Music Ministry
 - e. The Ordinance of the Lord's Supper and Believer's Baptism

ARTICLE VII. STANDING COMMITTEES

Section 1 - The following shall be considered the standing committees of the church:

1. Property Committee

- a. The Property Committee shall consist of the Coordinator of the Ministry of Trustees, the Custodian and at least one other member appointed by the Council.
- b. The committee shall be responsible for the maintenance of church property and for making recommendations to the Trustees regarding maintenance, repairs, improvements or other matters pertaining to church property.

2. Nominating Committee

- a. The Nominating Committee shall consist of five church members who are not Council members. The committee shall select a member to serve as Chairperson of the committee.
- b. Members shall be elected for a three-year term on a rotating basis.
- c. After prayerful consideration, the committee shall present a slate of nominees for each office to Council and membership in November.

3. Pastoral Relations Committee

- a. The committee shall be responsible for fostering constructive communication and healthy interpersonal relations between the congregation and the Pastor; assuring the congregation carries out its responsibilities for the Pastor's professional growth and personal well-being.
- b. The Pastoral Relations Committee shall consist of five church members. After prayerful consideration, the Nominating Committee shall develop a list of five people including two names from a list of three submitted by the Pastor.
- c. Members shall be elected for a three-year term on a rotating basis.
- d. The Moderator shall convene the first meeting of the committee. At this meeting the committee shall select a Chairperson. Thereafter the Chairperson

shall convene the committee as necessary, but not less than quarterly. The Pastor may ask the Chairperson to convene a meeting.

- e. The committee shall consider all concerns brought to it either by a member of the congregation, Pastor or staff member. Such matters and what transpires at meetings of the Committee shall be considered confidential.

4. Personnel Committee

- a. The committee shall make recommendations to the Council regarding employment, personnel policies, and salaries each year for inclusion in the proposed budget and make recommendations for special gifts to staff.
- b. The Personnel Committee shall consist of the Vice-Moderator, who shall serve as chairperson, and at least two other members, who are not Council members, appointed by the Council.
- c. The committee shall review the Personnel Handbook at least every three years.

5. Memorials Committee

- a. The Memorials Committee shall consist of the Treasurer who shall serve as chair, and at least three members appointed by the Council.
- b. The committee shall receive a monthly statement of all Memorial funds.
- c. The committee shall develop policies and procedures concerning the receipt and expenditure of Memorial Funds for approval by the council.
- d. The committee shall recommend expenditures to the Council. Expenditure of more than \$200 from Memorial Funds shall be submitted to the membership for action.

ARTICLE VIII. FINANCES

Section 1 – Fiscal Year: The fiscal year of the church shall be January 1 through December 31.

Section 2 – Policy:

- 1. **Financial Support of the Church:** All financial giving, other than grants, shall be personal and voluntary and shall be seen as an act of worship. Annual pledges, additional offerings and designated gifts shall be requested and given based on this policy. Offerings and gifts, other than annual pledges and the four mission offerings established by American Baptist Churches USA, the American Baptist Women’s Ministries Love Gift or American Baptist Women’s Ministries Project shall require Council approval. In special instances authorization for an offering may be given by the Pastor or the Moderator.

2. **Designated Funds:** Special funds, as determined by the Council (i.e. Agape Fund, Capital Campaign, Memorial Fund) shall be deposited in a bank account. The Treasurer's report shall show any action of these accounts according to accounting practices.
3. **Grants:** The church may apply for grants. Such applications shall be approved by the Council before they are submitted.
4. **Benevolence Fund:** A benevolent fund shall be established to assist those in need. The Pastor, Moderator and Treasurer shall develop guidelines, to be approved by the Council, for expenditures from this fund.

Section 3 – Budget: The budget shall be prepared in general classifications including anticipated income and anticipated expenditures under the general headings of personnel, operations, and missions/ministries. Each general classification shall be subdivided to show the sources of anticipated income and the purposes for which appropriations are requested. The sum of all proposed expenditures specified in the budget shall not exceed the income which reasonably can be expected unless unrestricted funds are available, designated and approved by the membership to fund any deficit.

1. **Proposed Budget:** The Council shall finalize a proposed budget for discussion by the membership no later than the October Council meeting. Such budget shall include all anticipated income and all proposed expenditures with short paragraphs of explanation. The proposed budget shall be distributed to the congregation at least one week prior to the business meeting at which it is to be discussed. Such business meeting shall be held no later than November 30.
2. **Recommended Budget:** Based on the discussion and recommendations, if any, of the membership, the Council shall prepare a recommended budget to be submitted to the membership for final discussion, amendment and adoption no later than December 15. The recommended budget shall be distributed to the congregation at least one week prior to the December meeting.
3. **Adopted Budget:** The budget adopted at this meeting shall be considered the budget of the church for the following year. A copy shall be provided to Council members and to any person requesting a copy.

Section 6 – Expenditures: Expenditures shall be made by the Treasurer in accordance with written procedures established by the Council. Budget expenditures or incurred liabilities shall not exceed the total of the adopted budget without specific authorization of the church.

Section 7 – Financial Review: There shall be an annual review of all financial records and transactions of the church and auxiliary organizations. There shall be an audit before a new treasurer takes office or if there are circumstances which warrant it.

Section 8 – Emergencies: In the event of an emergency or catastrophic event involving property and/or expenditures in excess of the budget, the Pastor, Moderator or the Executive Committee may make immediate decisions until such time as a special called meeting of the congregation can be held.

ARTICLE IX. AUXILIARY ORGANIZATIONS

The church regards as integral parts of itself all auxiliary organizations as defined by the denomination or approved by the congregation. Such organizations may function under their own Constitution/By-Laws provided they do not contain any provision inconsistent with the Constitution and By-Laws of the church. A current copy of such organization's Constitution/By-Laws shall be on file in the church office.

ARTICLE XI. ADOPTING, AMENDING, RESCINDING THE BY-LAWS

Section 1 – By-Laws Review Committee: At least every three years, the Moderator shall appoint a committee of at least three to review the By-Laws and submit their report to the Council for action.

Section 2 – Procedure for Adopting, Amending or Rescinding: These By-Laws may be amended, rescinded or new By-Laws adopted at a regular or special business meeting of the congregation called for this purpose provided:

1. A notice of the meeting, whether a regular or special business meeting, including the date, time, place and purpose of the meeting shall be provided to the membership at least three weeks prior to the meeting with at least one of the following attached:
 - a. If the By-Laws are to be amended, a copy of the current document showing the amendments in a way to be easily recognized.
 - b. If the recommendation is to rescind the current By-Laws, the reason for this action.
 - c. If the recommendation is to adopt new By-Laws, a copy of the proposed new By-Laws.
2. An announcement of the business meeting, whether a regular or special meeting, shall be announced at the Sunday morning worship service for at least two Sundays prior to the meeting. The announcement shall include the date, time, place and purpose of the meeting.

Section 3 – Voting: The adopting, amending or rescinding of these By-Laws shall require a quorum as established at the Annual Meeting or one-half of the active membership, whichever is greater, with a majority of eligible voters present and voting casting an affirmative vote.

ARTICLE X. CHARITABLE INTENT AND DISSOLUTION

Section 1: Charitable Intent: The church is a charitable not-for-profit Kansas Corporation (American Baptist Churches USA Group Exemption Number 3125) organized and operated exclusively for religious and charitable purposes. Notwithstanding any other provision of these articles, this church shall not conduct or carry on any activities not permitted to an organization exempt under the Internal Revenue Code of 1954 and its Regulations as they now exist, or as they may hereafter be amended, or by an organization, contributions to which are deductible under such Code and Regulations as they now exist or as they may hereafter be amended.

Section 2: Nonpartisan Activities: No substantial part of the activities of this church shall be the attempt to influence legislation, and this church shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 3: Distribution of Assets: No part of the net earnings of the Church shall inure to be the benefit of any member, Trustee, officer of the church, or any private individual (except reasonable compensation may be paid for service rendered), and no member, Trustee, officer of the church or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the church.

Section 4: Dissolution: Upon dissolution of this church, the assets remaining after the payment of all liabilities shall be distributed to the American Baptist Churches of the Central Region (Kansas Baptist Convention), or its successor, or other religious or charitable organizations recognized as exempt under the provisions of Section 501(c)3 of the Internal Revenue Code of 1954 and its Regulations as they now exist or as they may hereafter be amended.

Section 5: Organic Division: In the event of organic division of the church membership, the church property and all assets shall belong to those members of this church who continue to abide by the constitution and bylaws of this church and its original intent of fellowship with the American Baptist Churches USA through the American Baptist Churches of the Central Region (Kansas Baptist Convention).

ADOPTIONS & REVISIONS

Constitution Task Force Members: Almira Collier, Chair; Mark Calloway, Fran Seymour-Hunter, Colleen Smith, and Brice Smith

Adopted by the Congregation on June 7, 2015

Revised by the Bylaw Review Committee, September-November 2018: Brice Smith, Chair;

Changes Approved by the Council of Ministries, November 13, 2018

Adopted Changed by the Congregation on Sunday, December 2, 2018

Church Clerk

Date

The Bylaws of West Side Baptist Church of Topeka, Kansas
 Founded on January 1, 1881 as the "Forsta Swenska Baptists Kyrkan" (First Swedish Baptist Church) of Topeka
 Adopted by the Congregation on June 7, 2015
 Amended by the Congregation on Sunday, December 2, 2018