

**ARTICLES OF GOVERNMENT**  
**OF THE**  
**UNION CHURCH OF LAKE BLUFF**

**ARTICLE I. NAME**

The Union Church of Lake Bluff is a religious corporation incorporated under the laws of the State of Illinois, Chapter 31, Sections 164 to 186, both inclusive, and Illinois Revised Statutes. It had its beginning in 1866 as the “Little Brown Church” located on the southeast corner of Green Bay and Rockland (now Rt. 176) Roads. A large Bible was presented to the church in 1866. The recorded deed of 1867 named it as the “Rockland Union Church”.

In 1902 the property was condemned for future use by the Electric Railway. In 1908 the “interdenominational” fellowship resumed at the Lake Bluff Country Club (Center Avenue and Moffett Road). It was formally incorporated as a church on May 31, 1912, as the Lake Bluff Church. In November 1920, by proper legal procedure, the name was changed to the Union Church of Lake Bluff.

**ARTICLE II. GOVERNMENT**

The government of this church is vested in the members of the congregation.

**ARTICLE III. PRINCIPLES**

The Union Church is organized to serve the spiritual needs of this community, to promote Christian fellowship among its membership which includes people of different denominational backgrounds and varying doctrinal points of view, to further the worship of God, and to advance God’s Kingdom in the world. The ideal of the Union Church is the Christian way of living as taught and practiced by our Lord Jesus Christ and the spirit of universal friendship, which Jesus displayed.

## **ARTICLE IV. MEMBERSHIP**

Section 1. Joining The Church Any person who desires to follow Christ and intends to be an active part of the church will be welcomed into membership. After consultation with the pastor(s) and church leadership, prospective members may join the church by appearing during a membership Sunday worship and declaring their intentions to follow Christ and be an active part of the church. The congregation will then affirm its desire to welcome these new members and to help them find their place in the Union Church family. Membership in the Union Church need not affect any denomination affiliation, which one may desire to maintain.

Section 2. Members' Duties Members are expected to attend the services of this church, to be an active part of the church family, to share in its organized work, and to be faithful to the expressed principles of this church.

Section 3. Membership Records A complete membership record, including non-resident members, shall be maintained by the Clerk of the Church and kept in the church office. This record shall show the status of the members as well as contact and all other information necessary for church purposes.

Section 4. Termination of Membership The membership of a member of this church is terminated upon his or her death, resignation, or transfer of letter. Requests for transfers may be granted and issued by the pastor(s) or by the clerk.

The membership of any member may be terminated by a vote of the chairperson of the elders, chairperson of the trustees, moderator and chairperson of personnel, under extraordinary circumstances when in the best interests of this church, provided this shall be done with the utmost regard for the rights and spiritual support of such member and first according him or her an opportunity to be heard.

## **ARTICLE V. OFFICERS**

Officers of the church shall consist of the Pastor, Associate Pastor(s), Moderator, Clerk of the Church, Treasurer, Financial Secretary, Chairpersons of all Trustee Committees, Chairpersons of all Elder Committees and the Secretary of the Board of Trustees. The church secretary is primarily assigned to aid the pastor(s) in the

administration of the affairs of the church. Upon approval from the trustees, other officers may employ additional resources, including the services of the church secretary, to perform duties outlined in these articles.

Section 1. Pastor The pastor shall be an ordained minister and a believer in the expressed principles of the Union Church of Lake Bluff (Article III). As the spiritual leader of the congregation, the pastor shall have control of the pulpit, shall conduct the religious services of the church, shall administer the sacraments, visit the sick and distressed, and shall faithfully perform all duties pertaining to this office.

Section 2. Associate Pastor(s) The associate pastor(s) shall be an ordained minister and a believer in the expressed principles of the Union Church of Lake Bluff (Article III). As a spiritual leader of the congregation, the associate pastor(s) will faithfully perform the duties as set out by the personnel committee and the senior pastor. The associate pastor(s) will report to the senior pastor and personnel committee.

When a vacancy in the office of pastor or associate pastor occurs or is impending, the moderator shall confer with the chairperson of the board of elders, the clerk, and the chairperson of the board of trustees and shall appoint a pulpit committee of no fewer than five (5) members of the church. It shall be the duty of the pulpit committee to recommend to the congregation a candidate for the office at any meeting properly called and held for the purpose of electing a pastor or associate pastor.

A pastor or associate pastor shall be chosen by not less than three-fourths of the members present and voting at a special meeting of the congregation. The vote shall be conducted by written ballot.

Section 3. Moderator The moderator shall be elected for a term of one year by the members at each annual meeting of the congregation. The position may be shared by two persons. The moderator shall be a member of the church for at least one year prior to his/her election. He/she shall take office following the annual meeting at which he/she is elected. The moderator is a non-voting ex-officio member of the board of trustees. He/she shall preside at all meetings of the church council, at special meetings of the congregation, and at the next annual meeting following his/her election. The moderator shall, prior to each meeting at which he/she is to preside, prepare and familiarize himself/herself with the

agenda. In the event of his/her absence, those members present shall elect one of their number to serve as moderator for the meeting. There shall be no limit on the number of consecutive or total years that a member may serve as moderator.

Section 4. Clerk of the Church The clerk shall be elected for a term of one year by the members at each annual meeting of the congregation. The position may be shared by two persons. The clerk shall be a member of the church for at least one year prior to his/her election. He/she shall take office following the annual meeting at which he/she is elected. The clerk is a non-voting ex-officio member of the board of elders and board of trustees to provide a tangible connection point between the two boards. He/she shall keep the minutes of all meetings of the congregation and of the church council. He/she shall maintain a roll of the members of the church and, with the assistance of the pastor and the church secretary, shall keep a list of marriages and baptisms. He/she shall arrange for the safekeeping of these records. There shall be no limit on the number of consecutive or total years that a member may serve as clerk.

Section 5. Treasurer The treasurer shall be elected for a term of one year by the members at each annual meeting of the congregation. The position may be shared by two persons. The treasurer shall be a member of the church for at least one year prior to his/her election. The treasurer is a non-voting ex-officio member of the board of trustees. There shall be no limit on the number of consecutive or total years that a member may serve as treasurer.

He/she shall give a bond for the faithful discharge of the duties of the office in such sum and with such surety as the board of trustees shall determine. The expense of such bond shall be an obligation of the church. The duties of the treasurer shall be (a) to receive and care for all monies given or paid to this church and to deposit such monies to the credit of this church in a bank or banks designated by the trustees, (b) to disburse monies of this church for outreach only upon authorization of the elders, (c) to disburse monies of the church operating fund only upon authorization of the trustees, (d) to disburse funds for appropriate memorial expenditures following approval of the trustees, (e) to keep an accurate record of all receipts and disbursements, (f) to make a monthly report to the trustees of receipts, disbursements, and other pertinent financial information, (g) to comply with directives of the trustees, (h) to render to the members of this church at the annual meeting a report of receipts, disbursements, and other pertinent financial information for the fiscal

year during which he/she served as treasurer, and (i) to make the books and records of this office available for inspection by the trustees, by any member of said board and by any auditors designated by said board. In the event of the treasurer's temporary absence, he/she may designate the chairperson of the trustees or the chairperson of the finance committee to act for him/her in his/her name.

Section 6. Financial Secretary The financial secretary shall be elected for a term of one year by the members at each annual meeting of the congregation. The position may be shared by two persons. The financial secretary shall be a member of this church for at least one year prior to his/her election. The financial secretary is a non-voting ex-officio member of the board of trustees. There shall be no limit on the number of consecutive or total years that a member may serve as financial secretary.

The financial secretary shall (a) be responsible for the offering at all church services, (b) keep records of payments received on church pledges and from other sources, (c) turn over all funds to the church treasurer promptly, either directly or by depositing them in a bank as directed by the church treasurer, and (d) make his/her books and records available for inspection only by the church treasurer, by the chairperson and members of the finance committee or the board of trustees, and by any auditors designated by said board.

He/she shall give a bond for the faithful discharge of the duties of the office in such sum and with such surety as the trustees shall determine. The expense of such bond shall be an obligation of this church.

Section 7. The Board of Elders The board of elders shall consist of the pastor or associate pastor, the clerk of the church as non-voting members, and at least six (6) elected voting elders. The elected voting members will consist of a chairperson and a chairperson for each of the five (5) elder committees. A position may be shared by two persons, but each position is limited to one vote. A member may not hold more than one voting position. Each elder shall be a member of this church for at least one year prior to his/her election. Elders shall be elected to the board each year by the members at the annual meeting of the congregation and shall hold office for two years. Any voting elder who has been elected to serve in that capacity and shall have served for two consecutive terms of two years in the same position shall not be

eligible for re-election to the same position on the board of elders until after one year shall have elapsed. The time served by an elder appointed to complete the unexpired term of an elder shall not count toward the two consecutive term limit.

Section 8. The Board of Trustees The board of trustees shall consist of the pastor or associate pastor, moderator, clerk, treasurer, financial secretary as non-voting members, and at least nine (9) elected voting members. Elected voting members will consist of a chairperson, secretary and seven (7) trustee committee chairpersons. A position may be shared by two persons, but each position is limited to one vote. A member may not hold more than one voting position. Each trustee shall be a member of this church for at least one year prior to his/her election. Trustees shall be elected to the board each year by the members at the annual meeting of the congregation and shall hold office for two years. Any voting trustee who has been elected to serve in that capacity and shall have served for two consecutive terms of two years in the same position shall not be eligible for re-election to the same position on the board of trustees until after one year shall have elapsed. The time served by a trustee appointed to complete the unexpired term of a trustee shall not count toward the two consecutive term limit.

Section 9. Removal Any officer of this church elected by the congregation may be removed from office during a special or annual meeting of the church whenever, in the judgment of two-thirds of the members of this church present and voting at such a meeting, the best interests of this church would be served. Elected voting board members may also be removed by the board on which they serve if judged necessary by that board. Any ex-officio officer may be removed from office by a vote of the church council.

Section 10. Vacancies Any vacancy on the board of elders or on the board of trustees, including ex-officio officers, may be filled by election by the remaining members of the board on which the vacancy occurs. Vacancies on either board may also be filled by election at any annual meeting or special meeting of the congregation called in the manner provided in these Articles of Government. The term of office of the person elected by either procedure shall be the unexpired term so filled.

## **ARTICLE VI. BOARD DUTIES**

Section 1. Board of Elders Scope of Activities The board of elders shall have oversight over the spiritual welfare of the church. It shall cooperate with the pastor and associate pastor(s) in supervising the religious program of the church and in determining the forms to be used for reception of members, celebration of Holy Communion and administering of baptism. The elders shall provide the communion elements and assist in the communion service. Elders not currently serving on the board may assist in communion services. The board shall determine the times and occasions when the observance of Holy Communion shall be held.

During the absence of the pastor, the elders shall arrange for a pulpit supply whenever necessary.

The board of elders shall (a) have general charge of the outreach program of the church, (b) consider suggestions for outreach, (c) cultivate interest in the outreach program and goals. Funds received for outreach shall be expended under the direction of the board.

Section 2. Board of Elders Meetings Regular meetings of the elders shall be held each month at a time and place determined by the board at its first meeting in each fiscal year, unless otherwise ordered at a subsequent regular meeting. The board may omit its regular monthly meeting in months when the church council meets. Special meetings of the board may be called by the chairperson, the pastor, associate pastor, the clerk, or by two elected elders. Notice of all meetings shall be given by the clerk to members of the board.<sup>(1)</sup> Four (4) voting members of the board shall constitute a quorum. Minutes shall be maintained and taken by a member appointed at each meeting. Approved minutes shall be provided to the church secretary for permanent recordkeeping. If a quorum is not present at any meeting, the members present may adjourn the meeting to another time.

Section 3. Board of Trustees Scope of Activities The board of trustees shall have general charge of the affairs of the church and shall supervise all property and business activities of the church. All funds of the church shall be received and deposited under the supervision of or at the direction of the board of trustees. The trustees shall act for the church in all matters as

directed or provided by the laws of the State of Illinois as now or hereafter enacted. The board shall have custody of the corporate seal.

The trustees shall hold in trust the property of the church, but shall have no power to buy, sell, mortgage, or transfer real property without specific authority from the church. (Article X)

The board of trustees is empowered (a) to regulate and control the use of the properties of this church, (b) to lease the church parsonage and other parts of the properties of this church, (c) to authorize the employment of all personnel paid from funds of this church such as musician, clerks, custodian, etc., (d) to fix the compensation to be paid to the compensated officers and employees of this church and to other persons who may be engaged to perform work or service for this church and (e) to establish timing, scope and resources to be employed for internal and external audits to review and or verify the accuracy of financial records and the appropriateness of processes used to compile such records.

The board shall keep all real and personal property owned or controlled by the church adequately insured against such hazards as it deems proper.

Section 4. Board of Trustees Meetings The board shall meet within fifteen (15) days after the annual meeting of the congregation. The chairperson shall preside at meetings of the board. He/she may appoint another trustee to preside in his/her absence. The secretary shall keep minutes of the meetings of the trustees. If the secretary is absent, the board shall appoint an acting secretary for that meeting. Approved minutes shall be provided to the church secretary for permanent recordkeeping.

Regular meetings of the board shall be held each month, at a time and place determined by the board at its first meeting in each fiscal year, unless otherwise ordered at a subsequent regular meeting. Special meetings of the board may be called by the chairperson or by three trustees. Notice of all meetings shall be given to all board members by the secretary.<sup>(1)</sup> Five (5) voting members shall constitute a quorum. If a quorum is not present at any meeting, the members present may adjourn the meeting to another time.



## **ARTICLE VII. STANDING COMMITTEES**

**Section 1. Selection** The chairperson of each standing committee shall be an elder or trustee and should collaborate with the nominating committee, chairperson of elders, chairperson of trustees, pastor(s) and moderator to recruit and select committee members. Committee members should be selected based on expressed interest and exhibited talent. It is desired that committee membership will reasonably represent the diversity of the congregation. Each committee chairperson shall report to his or her respective board and the chair of nominating the members that have agreed to serve on the various standing committees. This report shall be delivered at the earlier of the second board meeting after the annual meeting or sixty (60) days after the annual meeting. The respective board shall determine the responsibilities and duties of each committee not otherwise specified herein and assess if the committee is appropriately constructed to meet its purpose.

### **Section 2. Committees of the Board of Elders**

- A. **Christian Education** This committee will supervise and assist in the total program of education in the church, including the children's education, the confirmation class, the youth groups, the adult education program, and any other education programs that might be pursued within the church. The committee shall create whatever subcommittees might be necessary to aid in performing this work. The pastor or associate pastor will be ex-officio members of this committee.
- B. **Membership** In consultation with the pastor or associate pastor, this committee will initiate and develop a program for strengthening the current membership and for welcoming prospective members. They will coordinate their work in consultation with the marketing committee of the board of trustees.
- C. **Worship and Music** This committee will supervise and assist in the worship life of the congregation. This will include overseeing the work of the music director and the church organist. It will also include overseeing regular worship needs, including providing ushers, overseeing the preparations for communion and assisting in the planning for special services. This committee

will work in coordination with the personnel committee and with the pastor and associate pastor as needed.

- D. Outreach This committee will oversee the fundraising for outreach giving, will make recommendations to the board of elders for the distribution of those funds, and will help create “hands on” opportunities for service for members of the church. The pastor and/or the associate pastor will be ex-officio members of this committee.
- E. Fellowship and Hospitality This committee shall be responsible for the planning of social functions within the church. These functions will include planning for coffee hour following worship, planning for Christmas Eve and Easter flowers, planning for the Fall Kickoff picnic and planning for memorial service receptions. The goal of this committee is to enhance the life of our community of faith.

### Section 3. Committees of the Board of Trustees

- A. Marketing This committee shall promote Union Church to the external community. The committee should establish regular contact with the officers of the church to obtain information on all the activities of the church. The committee shall facilitate communication of these activities to the members and to community outside the church as it deems appropriate. Promotion to the external community should be geared toward attracting prospective members. The committee shall utilize a combination of internal media, community publications, the church’s website and social media to promote the church in a comprehensive manner. Where appropriate the committee shall coordinate with the membership committee on external marketing efforts.
- B. Buildings and Landscape This committee shall be responsible for the physical property of the church. The committee will ensure the physical property is properly maintained and necessary repairs are made in a timely manner. The committee will also establish plans for enhancements and additions to the property of the church. It shall establish a process for regular inspection of all buildings and grounds to ensure routine maintenance and repairs are

performed to all for the safe and efficient operation of such facilities. Significant capital improvements should be identified in a manner that allows for the trustees to properly evaluate costs and plan for any required fund raising. The committee shall consult the board of trustees and seek approval on (a) decorating, furnishing, altering the decor, or beautifying the church, (b) suitable memorial gifts or other desirable projects and maintain an up-to-date list of same including the approximate cost of each of these items, (c) acceptance or refusal of all gifts offered for use in furnishing, improving or decorating the church, (d) selection of external parties to perform work needed, and (e) such other matters relating to church planning as the trustees may request.

C. Endowment This committee shall be responsible for the management and administration of the endowment funds and other reserve funds of the church and establish awareness of the endowment fund and other reserve funds among the church's members. This committee shall include the treasurer and one elder. It shall

- a) receive contributions. All contributions, unless otherwise specified by the donor, shall be placed in the endowment fund.
- b) report to the congregation appropriately, but not less than annually, on the condition of the funds.
- c) recommend investment policy to the trustees for the board's approval.
- d) maintain an Endowment Fund Register, in which all contributions, showing the sources, amounts, and dates received. This register shall be kept current by the church secretary on instructions from the church treasurer. The register shall be kept separate from the church treasurer's other account records.

The income from the endowment fund and reserve funds, at the discretion of the board of trustees, shall be

- a) added to the capital of the endowment fund or reserve funds

- b) used for current expenses of the church
- c) used in the outreach program of the church
- d) assigned for the church purposes

It is the intent of the endowment fund to build up the capital assets to a reasonable degree, yet, at the same time, permit prudent expenditures of portions of the capital when necessary. Capital funds can be used for any proper church purpose including, but not limited to, the payment of the cost of any permanent improvements on property owned by the church. No more than five percent (5%) of the capital of the existing endowment fund shall be spent in any one year. This shall be further limited so that at least fifty percent (50%) of the total original capital gifts to the endowment fund shall be retained. Expenditures up to the five percent (5%) limit require the approval of the board of trustees.

Reserve funds are not subject to a specific retention limitation. Expenditure of reserve funds shall be approved by the board of trustees.

This policy may require modification from time to time in order to better serve the church's needs and purposes. Such modification requires a two-thirds vote of the board of trustees and ratification by the congregation pursuant to Article X of the Articles of Government of Union Church of Lake Bluff.

D. Finance This committee shall oversee the financial elements related to the operational needs of the church. The committee shall prepare an annual budget, monitor and report trends on church expenses and revenues relative to the budget to the trustees, and conduct the annual pledge campaign. The committee membership shall include the treasurer, financial secretary, and one elder. Recommendations and requests for funds will be solicited and considered during the budget process. The committee shall present the budget at the special congregational meeting for discussion and approval. The committee is responsible for a monthly monitoring of actual expenses compared to the budget and presenting to the Trustees an explanation of variances. Any expectation of a major variance should be reported to the trustees as soon as it becomes known. The committee is responsible for conducting an annual pledge campaign or similar effort to raise and collect the funds required to operate the church.

E. Nominating This committee shall identify interested and qualified members of the church to serve in officer positions and nominate such to the congregation. In addition to the chairperson, this committee shall include one additional trustee and one elder. It shall obtain the consent of and be prepared to present to the annual meeting of the congregation a nominee for each office to be filled by election at the meeting. This committee shall transmit a list of these nominees in writing to the clerk of the church not less than seven (7) days prior to the annual meeting. The clerk shall make these recommendations available to any member of this church upon request. This committee may also be called upon by the board of elders or by the board of trustees to assist in the appointment of members for committees of the elders and trustees.

F. Fundraising & Special Events This committee shall establish events to meet specific funding needs of the church and events to promote fellowship. This committee shall include one elder. It shall establish a scope of events that meets the fundraising goal established in the church's operating budget. Additional fundraising and special events can be developed that address fellowship or additional financial needs in operations, building and grounds, outreach or other areas of the church. All fundraising and special events shall be approved by the trustees prior to implementation.

G. Personnel and Policy This committee is responsible for the administration of all personnel matters and will ensure that appropriate policies are in place to govern the operations of the church. The committee's membership shall include one elder. It shall review and, as necessary, make recommendations for (a) revising the Articles of Government, (b) Use of Church Facilities, (c) all matters regarding church policy as may be referred to it by the trustees.

In addition, it will develop and implement policy governing the employment, termination, compensation, performance, and evaluation of the church staff. The committee shall

- a) develop, with the pastor or associate pastor, moderator, and appropriate committees, the personnel needs, duties, and performance standards for the church staff.

- b) develop, with the pastor or associate pastor, moderator, and appropriate committees, the terms of employment for all staff members.
- c) provide for performance reviews for each member of the church staff, as required (at least annually). These reviews shall be conducted with input from the appropriate members and staff of the church who work or interact with the person being reviewed.
- d) provide for annual compensation review for all employees. This review will be coordinated with the finance committee to allow the annual budget to be constructed in a timely manner.
- e) provide periodic reviews of benefit programs that may apply to the church staff and seek Board of Trustee approval for changes to these benefit programs.
- f) establish a process to review the church's insurance program to assess the adequacy of the scope and size coverages. Recommendations for changes to the insurance coverage should be provided to the trustees for approval.

Section 4. Special Committees The board of trustees may appoint any necessary additional committees for special projects.

## **ARTICLE VIII. CHURCH COUNCIL**

Section 1. Purpose The purpose of the council is to evaluate strategic initiatives of the church and effect any required changes in a transparent manner. The council will share perspectives on proposed changes and seek consensus on implementing change in a manner that promotes coordination, understanding and cooperation among all parties.

Section 2. Membership of the Church Council Membership shall consist of the following:

The Moderator

The Pastor

Associate Pastor(s)

The Clerk of the Church

The Chairperson of the Board of Elders

The Chairperson the Board of Trustees

The Secretary of the Board of Trustees

The Treasurer

The Financial Secretary

The Chairperson of Each Standing Committee

Section 3. Meetings The moderator shall preside at meetings of the council and report all meetings in the Annual Report. The clerk of the church shall serve as secretary of the council. Minutes shall be provided to the church secretary for permanent recordkeeping. The council shall meet at least annually. Additional meetings shall be called as deemed necessary. Meetings of the council may be called by the moderator, the pastor, associate pastor, the chairperson of the board of elders or the chairperson of the board of trustees, or by any three (3) members of the council. Notice of all meetings shall be provided to all council members by the clerk of the church.<sup>(1)</sup> Council meetings may be attended by any member of the church. Each committee chairperson or organization head who is a member of the council shall appoint some member of his/her committee or group to act in his/her place at any meeting he/she is unable to attend.

## **ARTICLE IX. BUSINESS MEETINGS AND ELECTIONS**

Section 1. Fiscal Year The fiscal year of the church shall commence January 1 of each calendar year and terminate on December 31 of that year.

Section 2. Annual Meeting The annual meeting of the congregation shall be held on the last Sunday in January of each year. The board of trustees shall determine the date, time, and place of the meeting. The clerk shall arrange that a notice of the time and place of the meeting shall be communicated to each active member of the church and shall also be announced orally at worship services held on two successive Sundays preceding the time fixed for the meeting.<sup>(1)</sup> At the annual meeting, reports shall be presented in writing by the pastor, the clerk, the treasurer, the chairperson of the board of elders, the chairperson of the board of trustees, and by the chairpersons of all standing committees. Officers of the church shall be elected

at this meeting to fill any open positions, and any matter of church business may be presented for consideration.

Section 3. Special Meetings of the Congregation Special meetings shall be called by the clerk of the church upon the request of the board of trustees, the board of elders, or upon the written request of twenty-five (25) adult active members of the church. The clerk shall arrange that a notice stating the time and place of the special meeting and the purpose(s) for which the meeting is called shall be communicated to each active member of the church and shall also be announced orally at worship services held on two successive Sundays preceding the time fixed for the meeting.<sup>(1)</sup>

Section 4. Quorum Twenty-five (25) adult members of this church shall constitute a quorum at any meeting.

Section 5. Manner of Acting All members of the church may participate and vote in business meetings including elections, and the vote of a majority of those present and voting on any proposition at any business meeting shall be required to carry such proposition except where otherwise provided by these Articles of Government.

Section 6. Manner of Voting The voting on any proposition coming before any business meeting may be by voice vote unless the moderator shall otherwise order.

Section 7. Elections All elective offices shall be filled at the annual meeting. In addition to nominees proposed by the nominating committee, further nominations may be made by any member of the church providing each person so nominated shall have consented to serve if elected. Those elected shall hold office for the periods specified or until their successors are elected and qualified.

Section 8. Other Rules All rules of action not covered by these Articles of Government shall be conducted according to Robert's Rules of Order.

## **ARTICLE X. ACQUISITION AND DISPOSITION OF PROPERTY**

No purchase, sale, mortgage, or transfer of real property belonging to this church shall be made except it be authorized at an annual or special meeting of the congregation. A notice of said meeting specifically setting forth its purpose shall be communicated to the active



members of the church.<sup>(1)</sup> Notice of said meeting shall also be announced orally at worship services held on two successive Sundays preceding the meeting, but no action of the church shall alienate the property of the church from the use and purpose of the church except by a two-thirds vote of the adult members of the church present at such general or special meeting held pursuant to and in accordance with the provisions of this article.

#### **ARTICLE XI. Dissolution**

Upon the dissolution of Union Church of Lake Bluff, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose. Where practical the selection of specific entities that are compliant with the above shall be recommended by the Outreach Committee and approved by the congregation.

#### **ARTICLE XII. AMENDMENTS**

The Articles of Government may be amended by the vote of two-thirds of the members present and voting at any annual meeting or at any special meeting of the church called in the manner provided in these Articles of Government and also provided that the nature of the amendment or amendments shall be stated in the notice for the meeting.

<sup>(1)</sup>In recognition that Union Church is a member driven church with a commitment to offering all members with the opportunity to participate in meetings, it is the intent for all meetings to be communicated through a variety of communication channels. These can include but are not limited to posting on the church's website calendar, commonly used electronic communication channels, phone, mail, postings at the church and announcements during worship. The channels used and the amount of advance notice will be dictated by the nature of the meeting and the circumstances of the meeting.