

WESTWOOD COMMUNITY CHURCH CONSTITUTION
AMENDED AND RESTATED
September 2010

ARTICLE I
NAME

The name of this organization is the WESTWOOD COMMUNITY CHURCH.

ARTICLE II
STATEMENT OF FAITH

THE WORD OF GOD

We believe that the Bible is the Word of God, verbally and fully inspired and without error in the original manuscripts and that it has supreme and final authority in all matters of faith and life. (2 Timothy 3:16; 2 Peter 1:20-21; Mark 13:31; John 8:31-32; 20:31; Acts 20:32)

THE TRINITY

We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit. (Genesis 1:1, 26; Matthew 28:19; John 1:1, 3; 4:24; Acts 5:3-4; Romans 1:20; Ephesians 4:5-6; 2 Corinthians 13:14)

GOD THE FATHER

We believe in God the Father, who is infinite, just, personal, perfect in holiness, wisdom, power and love. God as Father reigns with providential care over His universe. He concerns Himself mercifully in the affairs of people; He hears and answers prayer; and He saves from sin and death all who come to Him through Jesus Christ. (Luke 10:21-22; Matthew 23:9; John 3:16; 6:27; Romans 1:7; 1 Timothy 1:1-2; 2:5-6; 1 Peter 1:3; Revelation 1:6; Romans 3:26; Deuteronomy 32:4)

JESUS CHRIST

We believe that Jesus Christ, God's only begotten Son, was conceived by the Holy Spirit and born of the Virgin Mary. He is fully God and fully man. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, victorious resurrection on the third day, ascension into heaven, perpetual intercession for His people, and personal, visible return to earth. (John 3:16; Matthew 1:18-25; Luke 1:26-38; John 1:1; 20:28; Romans 9:5; 2 Corinthians 5:21; 1 Peter 2:21-23; John 20:30-31; Matthew 20:28; Ephesians 1:4; Acts 1:11; Romans 5:6-8; 6:9-10; Hebrews 7:25; Hebrews 9:28; 1 Timothy 3:16; Philippians 2:6-9)

THE HOLY SPIRIT

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of guilt in regard to sin, righteousness and judgment. At the moment of regeneration he baptizes every believer into the Body of Christ. The Holy Spirit continually draws believers closer to God, transforms them into the image of Jesus Christ, empowers them for ministry, and distributes spiritual gifts to the church. (John 14:16-17, 26; 15:26-27; 16:9-14; Romans 8:9; 1 Corinthians 3:16; 6:19; Galatians 5:22-26)

REGENERATION

We believe that man was created in the image of God; that he sinned and thereby incurred physical, spiritual and eternal death, which is separation from God; that as a consequence, all human beings are born with a sinful nature and are sinners by choice and therefore under condemnation. We believe that those who repent, receive and trust Jesus Christ as Savior are regenerated by the Holy Spirit and are, in Christ, delivered from condemnation and enjoy the free gift of eternal life. (Genesis 1:26; 2:17; Chapter 3; 5:2; John 1:12; 3:14, 16; 5:24, 30; 8:12; 10:26)

THE CHURCH

We believe in the universal church, a living spiritual body of which Christ is the head and all those that follow Him as their Lord and Savior are members. We believe in the local church, consisting of followers of Jesus Christ who gather for worship, growth, service, and fellowship. We believe God ordained His church to bring hope to the world through the sharing of the gospel of Jesus Christ as we seek to make disciples in His name. (Ephesians 2:19-22; Acts 1:8; Ephesians 5:19-21; Acts 2:42; Hebrews 10:23-25; Matthew 28:19)

THE LAST THINGS

We believe in the personal and imminent return of our Lord Jesus Christ. (Acts 1:11; 1 Thessalonians 4:16-17)

We believe in the bodily resurrection of the just and the unjust, the everlasting joy of the saved and the everlasting conscious punishment of the lost. (John 5:28-29; 1 Corinthians 15; 2 Corinthians 5:10; Matthew 25:31-46; Revelation 20:4-6, 11-15; Ephesians 5:1)

CHRISTIAN CONDUCT

We believe that Christians should live for the glory of God and the well-being of others; that their conduct, by God's grace, should be blameless before the world; that they should be faithful stewards of their time and possessions for God's purposes; and that they should seek to realize for themselves and others the full stature of maturity in Christ.

We believe we are called to live our lives consistent with the standards of biblical teaching; including the support of this local ministry in attendance, prayer, service and giving, by living lives in word and deed that are an encouragement to others to know and be like Jesus Christ, and by reflecting in all our relationships the servant-love of our Lord. (1 Corinthians 10:31; Romans 12:1-3; Hebrews 12:1-2; John 14:15, 23-24; 1 John 2:3-6; 2 Corinthians 9:6-9; 1 Corinthians 4:2; Colossians 1:9-10)

THE ORDINANCES

We believe that the Lord Jesus Christ has committed two ordinances to the local church, baptism and the Lord's Supper. We believe that Christian baptism is the immersion of the believer in water into the name of the Father, Son and Holy Spirit. It is an act of obedience symbolizing the believer's faith and participation in a crucified, buried and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus.

We believe that the Lord's Supper was instituted by Christ for believers walking in fellowship with Him and is an ongoing reminder to commemorate His death and our hope in life today and for eternity. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ. (Matthew 28:18-20; Romans 6:3-5; 1 Corinthians 11:23-26)

ARTICLE III PURPOSE, VISION AND VALUES

Purpose

To honor God by enjoying Him through reaching people with the love of Jesus Christ. (Based on Genesis 12:1-3; Galatians 3:14)

Vision

We demonstrate God's love in creative and compelling ways that lead people to know God, worship Him authentically, grow spiritually, serve joyfully and connect relationally.

We are a community with open hands receiving from God all He wants to give, believing He wants to give us a lot. And with open hands we give it away, believing we cannot out-give God.

Values

Our purpose and vision exist because:

We love God with all that we are, have and do.

We love all people because all people matter to God.

We embrace these values with full understanding that our capacity to love God and people is possible only because God first loved us. (1 John 4:19)

ARTICLE IV AFFILIATION

Westwood Community Church is affiliated with Converge Worldwide (BGC).

ARTICLE V MEMBERSHIP

Membership Requirements

There are two categories of membership in Westwood Community Church: Church Member and Fellowship Member (the term “Member” when used herein will refer to both Church and Fellowship Member). Requirements for each category of membership are the following:

1. Requirements for Church Members are:
 - a. A statement of faith in Jesus Christ as Savior and Lord, and evidence of a desire to live a consistent Christian life.
 - b. A statement indicating agreement with the Statement of Faith, and Purpose, Vision and Values of Westwood Community Church.
 - c. Baptism by immersion.
2. Requirements for Fellowship Members are:
 - a. A statement of faith in Jesus Christ as Savior and Lord, and evidence of a desire to live a consistent Christian life.
 - b. A statement indicating agreement with the Statement of Faith, and Purpose, Vision and Values of Westwood Community Church, provided that a Fellowship Member may take exception to belief in baptism by immersion.

Membership Participation Distinctions

1. A Church Member may vote on all matters to be determined by the congregation and may serve in any capacity in the ministry of Westwood Community Church.
2. A Fellowship Member may vote on all matters, except to amend the Articles of Incorporation or the Constitution of Westwood Community Church, and may serve in any capacity except ‘Church Leader’ as defined in Article VI.

Procedure for Membership

The Leadership Board will oversee the membership process. The procedure for membership will be:

1. Completion of Westwood Community Church’s membership orientation seminar.
2. Each applicant will be interviewed for membership to ascertain whether the applicant meets the membership requirements.
3. Upon recognition that the applicant meets the appropriate membership requirements, the respective membership will be granted.
4. At the next business meeting following a grant of membership, the congregation will vote on the ratification of new Members. A new Member failing to receive a vote of 75% in favor of ratification of membership will be terminated from membership.

Termination from Membership

1. Whenever a Member joins another church, his or her membership in Westwood Community Church will terminate without further action.
2. A Member requesting a letter of Christian standing will be granted said letter.
3. A Member, upon the Member’s own request, may be terminated from membership.

4. A Member who fails to attend the church for nine consecutive months will be notified of the delinquency by a pastoral staff or designee of the Leadership Board. If that Member then fails to attend the church within three months, that Member may be terminated from membership by action of the Leadership Board. Missionaries and students are exempt from this time limit.
5. A Member determined by the Leadership Board to be guilty of gross misconduct, inconsistent with the Statement of Faith, and Purpose, Vision and Values of Westwood Community Church and with an unrepentant spirit, will be terminated from membership by a two-thirds vote of all current Board Members of the Leadership Board. Such action will be taken only after reasonable efforts have been made to restore that Member to Christian fellowship as provided in the church discipline policy adopted by the Leadership Board. A Member's termination from membership in the church pursuant to this paragraph will be effective as of the date of the required vote by the Leadership Board, and the term "Member" shall not apply to such individual after the date of the vote.
6. Memberships that have been terminated will be identified at the Annual Meeting.

ARTICLE VI CHURCH LEADERSHIP QUALIFICATIONS

Overview

Westwood Community Church seeks to emulate a biblical model of leadership. Accordingly, all leaders will meet biblical standards of character and conduct as established by the Leadership Board and have a commitment to the ministry of Westwood Community Church. Leaders will:

1. Be a Member of Westwood Community Church.
2. Have demonstrated capacity for leadership in ministry.
3. Be committed to, active in and having biblical knowledge appropriate to the specific ministry area.
4. Possess good reputation in and outside the church and demonstrate self-control and appropriate biblical attitudes in relationships with others.
5. Be a regular participant in public worship with Westwood Community Church.

Beyond these minimum qualifications for leaders, two leadership roles are defined. These roles define the increased biblical expectation of these leaders in whatever position they may occupy. These two roles are:

1. Church Leader
2. Ministry Leader

Church Leaders and Ministry Leaders must have the following additional qualifications:

Qualifications for Church Leader

Church Leaders oversee the life of the church and are the doctrinal guardians of the congregation. They are responsible to God for the feeding, care and ministry of His people. They are selected and installed per requirements of the position to which they are called (see Article VII). Leaders who function as Church Leaders will:

1. Be a Church Member of Westwood Community Church.
2. Subscribe to and annually affirm the Statement of Faith, and Purpose, Vision and Values of Westwood Community Church.
3. Strive to meet the biblical standards for church leaders as identified in 1 Timothy 5 and Titus 1.
4. Be a proportionate giver with tithing as a norm.

5. Be of legal age.
6. Possess and pursue a mature knowledge of Scripture, experience, education and abilities as deemed appropriate by the Leadership Board.
7. Have a demonstrated commitment to ministry at Westwood Community Church, including regular participation in public worship, active involvement in ministry and ongoing leadership development at Westwood Community Church.

Qualifications of the Ministry Leader

Ministry Leaders lead specific ministries of the church. They are selected by and accountable to the Church Leader(s) in the area of Westwood Community Church's ministry with which they are entrusted. Ministry Leaders will:

1. Be a Member of Westwood Community Church.
2. Subscribe to and annually affirm the Statement of Faith, and Purpose, Vision and Values of Westwood Community Church.
3. Strive to meet the biblical standards for church leaders as identified in 1 Timothy 3.
4. Be of legal age.
5. Possess and pursue knowledge of Scripture, experience, education and abilities as deemed appropriate by the appropriate Church Leader.
6. Have a demonstrated commitment to ministry at Westwood Community Church, including regular participation in public worship, active involvement in ministry and ongoing leadership development at Westwood Community Church.

ARTICLE VII GOVERNMENT

Organization Structure

The congregation approves annual budgets and church goals for Westwood Community Church.

The Leadership Board acts for the congregation in all matters not specifically reserved to the congregation in this Constitution. The Leadership Board provides direction and oversight to the Ministry Areas through the Senior Pastor.

Ministry Areas coordinate the planning and execution of the Ministry Teams. Ministry Teams have the authority to act in those areas designated in its approved ministry charter.

Leadership Board

The Leadership Board (Board Members) is responsible for the strategic direction of Westwood Community Church and has the authority to manage the business affairs of Westwood Community Church. The Leadership Board and its individual Board Members will be leaders of the congregation in life, thought and ministry.

Rules of Office

Board Members are Church Leaders, and will have met the qualifications of Church Leaders.

Board Members will be elected by the congregation at its annual business meeting. The term of office will be two years. Terms will be staggered so that as nearly as possible one-half of the Board Members' terms will expire each year.

Board Members will be limited to ten consecutive years of service on the Leadership Board; six months or more of service during an elective church year is deemed to be one year of service. After a lapse of one year, a member shall again be eligible to serve as a Board Member.

A Board Member may be terminated from office by expiration of a term, by resignation, or upon a vote of dismissal by a two-thirds majority of all remaining Board Members.

Any Board Member whose two-year term is expiring and who is eligible for an additional term shall be allowed to stand for election to a subsequent term unopposed.

Organization

The officers of the Leadership Board will be:

1. Chairperson
2. Vice Chairperson
3. Treasurer
4. Secretary
5. Board Members at Large
6. Senior Pastor

The officers will constitute the Leadership Board. The Leadership Board will consist of no fewer than eight and no more than twelve Board Members.

The Chairperson will be selected by the Leadership Board and presented to the Members for election as set forth herein. At its first meeting following the Annual Meeting, the Leadership Board will appoint Leaders to the positions of Vice Chairperson, Treasurer and Secretary. The remaining Leadership Board Members will be Board Members at Large. No individual will hold more than one office concurrently.

Duties

Specific duties of the officers will include:

Chairperson

The Chairperson will, in cooperation with the Senior Pastor, appraise the work of the Leadership Board and other church organizations on a regular basis to determine the effectiveness of each, and will act as necessary to improve the performance of each to accomplish church goals.

The Chairperson will provide leadership to the Leadership Board and will serve as moderator of all church business meetings. In the absence of the Chairperson, the Vice Chairperson or another leader designated by the Leadership Board will serve in place of the Chairperson.

The Chairperson will be an ex-officio member of all church ministry areas and ministry teams.

Vice Chairperson

The Vice Chairperson will normally serve as moderator of all church business meetings or meetings of the Leadership Board in the absence of the Chairperson. The Vice Chairperson may also serve as an ex-officio member of specific church ministry areas and ministry teams in place of the Chairperson.

Treasurer

The Treasurer will be responsible for assisting in the implementation of the church's long-term financial strategies and will assist in the establishment and administration of processes to control handling and disbursement of funds in accordance with generally accepted accounting principles and as a responsible Christian steward. The Treasurer will regularly review the church's financial records and report on the same and the overall financial condition of the church to the Leadership Board. The Treasurer will also work with the church's independent accountants to facilitate, among other things, such accountants' review and audit of the church's financial statements.

Secretary

The Secretary will be responsible for maintaining official church records and recording minutes of church and Leadership Board meetings. The Secretary will assure that the church is adequately represented in all legal matters and that contracts or legal documents are appropriately reviewed prior to signature.

Board Member(s) at Large

The Board Member(s) at Large of the Leadership Board will carry out assignments as directed by the Leadership Board and its Chairperson. This may include assignment to work as an ex officio member of specific ministry areas, ministry teams or committees.

Specific duties of the Leadership Board will include:

1. To annually establish and approve the church goals and strategies to fulfill the Westwood Community Church's Purpose.
2. To annually review progress against the church goals and to ensure that the organization operates consistently with strategies to accomplish Westwood Community Church's Purpose. As part of this review it may request objectives from the staff, ministry areas and ministry teams.
3. To regularly review and evaluate the total program of the church to determine that church goals are being accomplished. To establish policies as necessary to guide the church and to take or recommend corrective action, or revise goals as deemed appropriate.
4. To represent the congregation in certain staff relationships, including:
 - a. Annual appraisal of the ministry of the Senior Pastor and the ministry of the other staff, and provide godly counsel or discipline as required.
 - b. Oversight of staff compensation and benefits.
 - c. Establishment of personnel policies and overseeing administration of those policies.
 - d. Oversight of job descriptions for new staff positions.
5. To authorize and approve ordinations, and to act upon any licensings and commissionings.
6. To make recommendations on all matters to be brought before the congregation, and to call church meetings as necessary.
7. To oversee the establishment or termination of missionary relationships.
8. To act as the budget committee and to:
 - a. Present a budget to the congregation at the annual business meeting.
 - b. Communicate the proposed budget to the membership prior to the annual business meeting.
 - c. Approve any expenditure not included in the budget, up to an amount of five percent (5%) of the corresponding annual budget of the church. Except as provided in part 8.d. of this Article dealing with designated contribution and expenditures, all non-budgeted items require congregational approval for amounts greater than these limits.
 - d. To make expenditures from funds which are contributed and designated for a specific purpose where the purpose is consistent with the purpose and strategies of Westwood Community Church.
 - e. To buy, lease, acquire, own, hold, improve, use and deal in any interest in real or personal property; to sell, convey, mortgage, create a security interest in, exchange or dispose of any interest in real or personal property. However any action involving the construction of, financing of or addition to the church facilities outside of a budgeted expenditure and the limits of part 8.c. of this Article must be approved by the congregation at a business meeting called for such purpose and that any sale, lease, transfer or disposition of all or substantially all of the church property and assets will likewise be approved by the congregation at a business meeting called for such purpose.
9. To sign legal contracts consistent with the budget, constitution, congregation approval and state law. This includes authority to borrow money and to acquire, encumber and sell real and personal property consistent with the provisions of this Constitution.
10. To hear and respond appropriately to concerns of Members.
11. To provide that the church is adequately represented in all legal matters.
12. To appoint other Church Leaders as deemed necessary.
13. To appoint special committees as necessary to carry out specific activities or tasks. Each committee will include at least one Church Leader and report to the Leadership Board.
14. To normally meet monthly, and at other times as necessary to accomplish its duties.
15. To maintain permanent minutes.

Senior Pastor

The Senior Pastor is Westwood Community Church's principal Church Leader, providing the church's core vision and oversight of its implementation.

Rules of Office

The Senior Pastor is a Church Leader, and will have met the qualifications of Church Leader.

A call to a Senior Pastor candidate will issue from the Members upon recommendation of the Leadership Board and a 75% affirmative written ballot vote of Members present at a properly noticed business meeting of the Members.

When the Senior Pastor is the subject of termination, the Senior Pastor will not participate in the Leadership Board decision to terminate the relationship. In the instance of termination of the Senior Pastor relationship, the Senior Pastor will be allowed to appeal the action to the Members. A 75% written ballot vote of Members present at a properly noticed business meeting of the Members is required to reverse the action of the Leadership Board.

All paid church staff will be hired by the Senior Pastor or his designee on terms established by the Leadership Board. However, any non-budgeted compensation is subject to the same Leadership Board approval as other proposed expenditures not included in the annual budget.

Resignations and terminations of church staff will be acted upon by the Senior Pastor or his designee.

Organization

The Senior Pastor will be a member of the Leadership Board and an ex-officio member of all ministry areas, ministry teams and committees and in such capacity will strive to establish and accomplish objectives in conjunction with the strategies of Westwood Community Church.

If the position of Senior Pastor is vacant or the Senior Pastor is unable to function, the Leadership Board will appoint one or more interim Church Leaders to perform the duties of Senior Pastor.

Duties

The Senior Pastor will:

1. Be the spiritual and executive leader of Westwood Community Church.
2. Preach and teach the Word of God, lead public worship services, administer the ordinances and lead the congregation in a practical Christian life.
3. Direct church staff, providing counsel, encouragement and Christian discipline so as to assist in the accomplishment of objectives for each staff member. All church staff is responsible to the Senior Pastor either directly or through another staff member as he directs.
4. Represent the church staff to the Leadership Board.

Pastoral Staff

The Pastoral Staff are the primary managers and stewards of the ministry at Westwood Community Church.

Rules of Office

Pastoral Staff are Church Leaders, and will have met the qualifications of Church Leader.

A call to a candidate for a pastoral staff position other than Senior Pastor will be issued from the Leadership Board.

A pastoral staff relationship may be terminated by action of the Leadership Board. The terms of termination will be established by the Leadership Board.

Organization

Pastoral staff will include pastors and directors as approved by the Leadership Board.

Job descriptions and titles for pastoral staff will be approved by the Leadership Board.

Duties

The Pastoral Staff are entrusted with the effective leadership and successful implementation of the ministry initiative(s) as defined by the Senior Pastor and Leadership Board.

The Pastoral Staff will carry out specific areas of ministry under the direction of the Senior Pastor or his designee. The Pastoral Staff will strive “to prepare God’s people for works of service.” (Ephesians 4:12a NIV)

Each Pastoral Staff member may be designated by the Senior Pastor or his designee as an ex-officio member or leader of one or more ministry areas or ministry teams.

Nominating Committee

The Nominating Committee represents the Congregation in calls to elected leadership positions for Westwood Community Church, as defined in this section.

Rules of Office

Elected members of the Nominating Committee will be a Member and serve for a two year term and will be limited to one term consecutively. Terms will be staggered so that as nearly as possible one-half of the member’s term will expire each year. Service for any part of one year will be deemed to be one year's service.

Organization

There will be a Nominating Committee, which is responsible to the congregation.

The Nominating Committee will consist of at least five and no more than eight members. New Nominating Committee members are elected at the annual business meeting as set forth in Article VIII and Article IX of this Constitution. The Leadership Board will appoint at least one, but not more than two, Board Member(s) to serve on the Nominating Committee. The Leadership Board will appoint the chairperson of the Nominating Committee.

Duties

The Nominating Committee will be responsible to:

1. Present candidates for elective office at the annual business meeting and at interim meetings as necessary. It will normally present one candidate for each vacant office.
2. Present at the annual business meeting no fewer than the minimum number of names to fill all openings for election to the new Nominating Committee.
3. Give notice to the congregation of its first meeting to select candidates for the Leadership Board.
4. Review all candidates and present to the Leadership Board appropriate candidates for consideration.

Ministry Areas

Ministry Areas group the varied ministries of Westwood Community Church into strategically selected core competencies to effectively manage ministries with similar purpose and ensure the focus and coordination necessary to fulfill Westwood Community Church’s Purpose and Vision.

Rules of Office

Ministry Areas will be led by a Church Leader.

Ministry Area leadership will be determined by the Senior Pastor. Ministry Area leadership will be reviewed annually by the Senior Pastor with the Leadership Board.

Organization

Ministry Areas will be formed, as required, around competencies to be determined by Pastoral Staff with the Leadership Board to ensure that Westwood’s Purpose and Vision are supported.

Duties

The duties of Ministry Areas will be to:

1. Develop and review annually its Ministry Area plan and Ministry Teams.
2. Recruit and train Ministry Team leadership.
3. Provide the necessary support for the Ministry Teams under its care.
4. Submit annually to senior staff proposed budgets and objectives for the forthcoming year.

Ministry Teams

Ministry Teams implement the varied ministries of Westwood Community Church and are the foundation of Westwood Community Church's ministry.

Rules of Office

Ministry Teams will be led by a Ministry Leader.

Ministry Team leaders will be determined by the Ministry Area leaders, subject to approval by the Senior Pastor or his designee.

Organization

Ministry Teams will be chartered by the Ministry Area to implement specific ministries. The charter for a ministry team will include the statement of purpose, strategies, leadership structure and qualifications for ministry.

Duties

The duties of Ministry Teams will be to:

1. Develop and review annually its charter for submission to the Ministry Area leadership.
2. Recruit and train ministry personnel.
3. Define and provide the necessary materials required for ministry.
4. Submit annually to the Ministry Area leadership proposed budgets and objectives for the forthcoming year.
5. Meet as required to plan and execute specific ministry objectives.
6. Review and provide a written report, at least annually, of progress against objectives to the Ministry Area leadership.

ARTICLE VIII BUSINESS MEETINGS

Annual Business Meeting

The annual business meeting of the church will be held within sixty (60) days of the close of the church's fiscal year, as determined by the Leadership Board. The agenda of the annual business meeting will include election of Leaders, approval of budgets and goals for the current year and other matters as determined by the Leadership Board. In preparation for the meeting, the Leadership Board will supply Members with written reports from key ministries, together with a financial report, budget and Senior Pastor's report, at least one week prior to the Annual Meeting.

The annual business meeting, as well as any special business meeting, may be restricted in whole or in part to Members, as determined by the Leadership Board.

Special Business Meetings

Special business meetings, in addition to the annual business meeting, may be convened by the Leadership Board as it deems necessary. A business meeting may also be convened by written petition signed by at least five percent (5%) of all Members.

Proper Notice

Proper notice for all annual and special business meetings will be ten (10) days' published notice in a form regularly used by the church for communicating to Members. Such notice will include any special items for action at any special business meeting and, in the case of proposed amendments to this Constitution or the Articles of Incorporation of Westwood Community Church, will make available written copies of the proposed amendments.

Proper notice of a meeting to amend this Constitution or the Articles of Incorporation of Westwood Community Church will be pursuant to Article XI of this Constitution.

Meetings of the Leadership Board

Notice of all regularly scheduled and special meetings of the Leadership Board will be made to the members of the Leadership Board in writing at least three days prior to the meeting, provided that verbal notice of a special meeting may be given in circumstances in which such meeting must be convened in fewer than three days. Written notice will be deemed to have been made when placed in a designated location for receipt of such notice at the Westwood Community Church facility. Notice of a meeting may be waived by a Leadership Board member; a Leadership Board member in attendance at a meeting will be deemed to have waived notice.

The Leadership Board may meet by other means of communication as agreed to by the Leadership Board members or as permitted by applicable state law.

Action may be taken by the Leadership Board by majority vote of those present unless otherwise provided in this Constitution. A quorum for action by the Leadership Board will be a majority of the Leadership Board members. The Leadership Board may take action by written approval signed by a majority of the Leadership Board members.

Parliamentary Procedures

The parliamentary manual of authority in the conduct of congregational meetings and Leadership Board and committee meetings will be Roberts Rules of Order (Revised).

ARTICLE IX ELECTIONS AND VOTING

Vacancies

The Leadership Board will fill any vacant officer or Leadership Board position, in accordance with Article VI, provided that this obligation will extend only to ensure that the Leadership Board consists of at least eight members. Any person selected to fill such vacancy will be subject to a vote of the Members at the next Annual Meeting in accordance with the terms hereof. If elected, any time previously served by that person will count toward the term, as set forth in Article VII. If not elected, such person will immediately vacate such office or Leadership Board position and the Leadership Board will select another person to fill any vacancy created.

Annual Elections

At the annual business meeting of the Members, the Nominating Committee will present one candidate for each Board Member position to be filled with the exception of the Chairperson. The name of each candidate will be publicly communicated at least ten (10) days prior to the election and will include the name of each candidate, any incumbent Board Member for re-election and Chairperson as selected by the Leadership Board. All Board Members to be voted upon will be contained on one ballot.

An affirmative vote of 75% is required for election.

Voting

Only Members are eligible to vote at business meetings of the Members. A Church Member may vote on all matters to be determined by the congregation. A Fellowship Member may vote on all matters except to amend the Articles of Incorporation or the Constitution of Westwood Community Church.

All elections of Board members, Nominating Committee members and calling of Senior Pastor, as well as votes acquiring, selling or building upon real property, or borrowing money will be by written ballot vote. The meeting Chairperson may call for written ballot votes on other key questions.

Absentee ballots will be valid if received by the meeting Chairperson prior to the meeting at which the vote will occur. Unless otherwise provided in this Constitution, a majority vote of the ballots voted if the vote is taken by written ballot, or a majority vote of those Members present or participating at a Membership Meeting where a quorum is present, is required for action by the Members.

Quorums

A quorum for conducting regular business will be ten percent (10%) of the voting Members on any issue to be voted upon by the Members.

Effective Date of Service

Board members, Nominating Committee members and all appointed church leaders assume responsibility on the first day of the elective year, unless elected or appointed during the year to fill a vacancy.

ARTICLE X FISCAL AND ELECTIVE YEAR

The fiscal year of the church will be August 1 through July 31. The elective year of the church will be October 1 through September 30.

ARTICLE XI AMENDMENTS

This Constitution and the Articles of Incorporation of Westwood Community Church may be amended at any properly noticed business meeting, provided that written copies of the proposed amendment are available and written or oral public announcement has been made to the membership at least ten (10) days prior to such meeting.

Only Church Members may vote to amend this Constitution or the Articles of Incorporation. A quorum for amendment of this Constitution or the Articles of Incorporation will be ten percent (10%) of all Church Members. A vote of two-thirds of the Church Members present will be required to amend the Constitution or the Articles of Incorporation.